

Patient Complaint

Note: Except for the name of the provider, all information requested in this form is voluntary, but failure to provide all information may delay or prevent the investigation of your complaint. Please provide as much information as possible in connection with the complaint. The information provided on this complaint form will be used in part to determine whether a violation has occurred. If a violation is substantiated, the information may be transmitted to other government agencies.

Person Registering Complaint <i>If you are not a patient, please complete this section. please print</i>			
Last Name		First Name	
Street Address			
City		State	Zip
Phone Number		Relationship to Patient	
Patient Information <i>please print</i>			
Last Name		First Name	
Birth Date (mm/dd/yyyy)		Student ID #	
Received services at which School Based Clinic? <input type="checkbox"/> Broadway/Longfellow <input type="checkbox"/> Edison <input type="checkbox"/> Henry <input type="checkbox"/> Roosevelt <input type="checkbox"/> South <input type="checkbox"/> Southwest <input type="checkbox"/> Washburn			
Person Complaint is Against <i>I wish to complain about the provider/staff member named below. please print</i>			
Last Name		First Name	
Reason(s) for services/treatment		Date(s) of services/treatment	
Nature of Complaint <i>check any that apply</i>			
<input type="checkbox"/> Office Practice <input type="checkbox"/> Prescribing Issues <input type="checkbox"/> Privacy/HIPAA Violation		<input type="checkbox"/> Substandard Care <input type="checkbox"/> Unprofessional Conduct <input type="checkbox"/> Other: _____	
Details of Complaint <i>Please print and be as specific as possible. Feel free to attach additional pages if necessary.</i>			
Signature <i>I certify that the above information is true to the best of my knowledge.</i>			
Signature of Person Registering Complaint			Date

Please submit this form to the Minneapolis School Based Clinics Program by emailing minneapolisbc@minneapolismn.gov, faxing 612-673-3866 or mailing 250 S 4th Street, Room 510 Minneapolis, MN 55415. For more information, call 612-673-5305.