

# **Complaint Form**

This form may be used by any individual who wishes to initiate a formal complaint against a Naturopathic Doctor registered with the College. Before submitting this form, it is recommended that the <u>Complaints Process</u> on the College's website be reviewed.

As set out in the Complaints process, the College will send a written notice of the complaint, a copy of the completed complaint form and any documents included with the form to the ND (Registrant). The Complainant's personal contact information provided on this form WILL NOT be disclosed to the Registrant.

To initiate a complaint, please follow these steps:

- 1. Print and complete or electronically complete the complaint form
- 2. Attach any supporting evidence (e.g. your correspondence with the ND, medical records, etc.)
- 3. Submit completed complaint form to the College:

By email: <u>complaint@collegeofnaturopaths.on.ca</u>

- By Mail: College of Naturopaths of Ontario Complaints Department 10 King Street East, Suite 1001 Toronto, ON M5C 1C3
- By Fax: 416-583-6011

#### **Complainant Information**

#### Please note that your name will be disclosed to the naturopath identified in the complaint.

Last Name:		_First Name:						
Relationship to Registrant:		□ Colleague						
Patient Information (if diffe	Patient Information (if different from the person filing the complaint)							
Last Name:		_First Name <u>:</u>						
If you are not the patient, please describe your relationship to that individual (parent, spouse, child, relative, etc.):								
Please be advised that if you are filing a complaint on behalf of another individual, the College may not be able to disclose the patient's personal health information without the patient's consent.								
<b>Naturopathic Doctor Information</b> (Please provide as much information as possible)								
Name:								
Practice Name:								
Practice Address: Street N	Number	Street						
City	Provir	nce	Postal Code					
Registration Number:								

You should be able to locate the four-digit College registration number for the Naturopathic Doctor on any invoice or receipt you may have from them or you may search their name on the College's <u>Naturopathic Doctor Search</u>.

## Details of the Complaint

Outline your concerns, include date(s) and location(s) of the incident(s) if applicable. Provide as much detail as possible.

Have your	concer	ns be	en b	rought to	the attenti	on of the	Naturopathi	c Doctor in
question?	Yes		No				-	

If Yes, what was the outcome?

Identify persons who might have information about your concerns and provide us with their contact information:

1.	
2.	
3.	
Docum	ents enclosed with your complaint:
1.	

2.	
3.	
4.	
••	

 $\Box$  By checking this box, I confirm that:

- I have reviewed and understand the College's complaints process;
- I wish to file a formal complaint against a practitioner as outlined in this form; and
- The information that I have provided is true and accurate to the best of my abilities.

Name

Date

Thank you for bringing your concern to our attention.

### **Complainant Information**

Last Name:	First Name:				
Please indicate which personal pronouns you use (for example, they/them):					
	Street Number				
City	Province		Postal Code		
Telephone Number:					
Email Address:					
I authorize the College to communicate with me via email					
Patient Information (if different from the person filing the complaint)					
Last Name:	First Name:				
Mailing Address:	Street Number	Street			
City	Province		Postal Code		
Telephone Number:					
Email Address:					

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