

## Compliments, Complaints & Feedback Fact Sheet

### HAPPY OR UNHAPPY WITH OUR SERVICE?

We very much appreciate feedback – positive and otherwise.

Prosthetic Art Technology is keen to hear about your recent experience. Have you had a positive experience with one of our team members - have they done a great job?

Despite our best intentions, however, we know that sometimes things can go wrong and we would like to hear from you if this happens.

If you have feedback or a complaint about any of the services that we provide, the standard of service or the actions of any of our staff, please let us know.

### WHAT IF IT'S A COMPLAINT?

If your complaint relates to an issue, form or process managed by the National Disability Insurance Scheme (NDIS) contact:

- the NDIS by
- using its Website:  
[www.ndis.gov.au/](http://www.ndis.gov.au/)
  - emailing [feedback@ndis.gov.au](mailto:feedback@ndis.gov.au)
  - phoning [1800 800 110](tel:1800800110).

If your complaint relates to a Prosthetic Art Technology staff issue,

- then contact Prosthetic Art Technology by:
- emailing [admin@protheticarttech.com](mailto:admin@protheticarttech.com);
  - mailing: 2/2 High Street ALSTONVILLE NSW 2477;
  - phoning [02 6628 3359](tel:0266283359) (9:00am to 5.00pm Monday to Thursday).

### WHAT DO WE NEED TO KNOW FROM YOU?

When you first provide feedback or make a complaint by email, mail or telephone we will need to know:

- your name;
- where and how we can contact you;
- the details of your feedback, positive experience or complaint, including the date it occurred and the name of any of our staff who you have already talked to or who may know about this matter;
- the outcome you are seeking; and
- whether you have raised this or a similar matter with Prosthetic Art Technology before.

### HOW WILL WE DEAL WITH YOUR FEEDBACK OR COMPLAINT?

We will acknowledge your feedback, compliment or complaint and, in the event of a complaint, carry out a complaint management process.

You will receive a response from Prosthetic Art Technology within 30 days