

Complainant:		
Address:		
Telephone:	Fax:	e-mail
Medical Professional:		

<b>Complaint Number</b>
<b>Receipt Date</b>

**COMPLAINT DESCRIPTION / NATURE OF THE PROBLEM**

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**ROOT CAUSE ANALYSIS / INVESTIGATION RESULTS**

Valid     Non-Valid

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**CORRECTIONS / CORRECTIVE ACTIONS / PREVENTIVE ACTIONS**

Action	Responsibility	Deadline	Status

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**VERIFICATION OF CORRECTIONS / CORRECTIVE ACTIONS**

Quality Assurance Manager: \_\_\_\_\_ Date: \_\_\_\_\_