



## Medical Care Complaint Request

Marshfield Clinic Health System (MCHS) values the opportunity to learn from patients and address all concerns. This form is used to file a complaint with MCHS for care received in hospital or clinical settings.

Name of patient \_\_\_\_\_ Date of birth (m/d/y) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Facility and department name \_\_\_\_\_ Date of service (m/d/y) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Medical history number (if known) \_\_\_\_\_ Phone \_\_\_\_\_

If you are not the patient, your name and relationship to patient \_\_\_\_\_

Reason(s) for complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resolution or desired outcome sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date (m/d/y) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Note:** Complaints and grievances are not required to be in written form. They can also be submitted verbally by calling the number below.

**Send completed form to:**

Administration  
Marshfield Clinic Health System  
1000 N. Oak Avenue  
Marshfield, WI 54449

**Or call:** 715-387-5300