Sunshine Community Health Center
HC89 Box 8190 ◆ Talkeetna, Alaska 99676 ◆ Mile 4.4 Talkeetna Spur Road ◆ Telephone: (907) 733-2273 ◆ Fax: (907) 733-1735
Willow Clinic: P.O. Box 1049 ◆ Willow, Alaska 99688 ◆ 24091 Long Lake Road ◆ Telephone: (907) 495-4100 ◆ Fax: (907) 495-4106

Sunshine Community Health Center Patient Grievance Policy directs patients and/or family members to speak first with the staff person involved and try to resolve differences directly whenever possible.

If unable to resolve your differences directly, please complete this form and submit to the Executive Director.

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Name of Patient _____

Name of Person Making Grievance _____

Relationship to patient _____

Contact Information _____

Please describe what happened, giving names of individuals/staff involved and including as much detail as possible. (if you need additional space, please use the back of this form.)

Every effort will be made to contact you within 72 hours of receipt to resolve your grievance.