



External Complaint Form

The purpose of this form is to assist you in filing a formal complaint with Heartspring. ***This form should not be completed by current Heartspring employees.***

For questions about Heartspring's External Complaint for Person's Served or complaint form contact Moniqueka Holloway, Chief Compliance Officer, 316-634-8763 or Complaints@Heartspring.org

Section I.		
Name:		
Address:		
Telephone:		
Email Address:		
Section II.		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> YES*	<input type="checkbox"/> NO
*If you answered "yes" to this question, go to Section III.		
If not, please supply the name and relationship of the person for whom you are complaining:		

Explain as clearly as possible what happened. Describe all persons who were involved. List the name and contact information of any witnesses. If more space is needed, please attach additional pages.

Section III.	
Date of suspected incident:	Time:
Location of suspected incident:	
Description of suspected incident:	

Witness(es) <input type="checkbox"/> YES <input type="checkbox"/> NO
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List Witnesses(es): (Attach a separate sheet, if necessary)

Name:	Phone Number:
Name:	Phone Number:
Name:	Phone Number:
Name:	Phone Number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature _____ Date _____

Please Submit this form by mail, in person, or via email at the address below:

Moniqueka Holloway
 Chief Compliance Officer
 8700 E. 29th St. N.
 Wichita, KS 67226
 Email: Complaints@Heartspring.org

INTERNAL USE ONLY

To be completed by the Chief Compliance Officer

Accepted for Formal Investigation:	
Referred to another department on:	Department referred to:
Rejected:	
Reason for Rejection:	