

Annex 13: Customer Service Questionnaire Example

Please help us improve our patient services by completing this questionnaire.
Do not sign your name. Please place in the “Survey Box” when completed.

Laboratory Customer Service Questionnaire			
Date of visit:		Time (hour [am or pm]):	
Your age:		Your gender: Male Female	
No.	Question	Please circle your answer	
1	Please rate your overall experience with your visit today.	Excellent Good Satisfactory	Not very good Poor
2	How long did you have to wait?	No wait	Specify:
3	Was everything explained clearly? If NO, please explain:	Yes	
4	Were you treated with courtesy and caring? If NO, please explain:	Yes	
5	Was the waiting comfortable? If NO, please explain:	Yes	
6	Was the patient room clean? If NO, please explain:	Yes	
7	Was it easy to find the laboratory? If NO, please explain:	Yes	
8	If you had a needle stick (venipuncture) was it comfortable? If NO, or painful, please explain:	Yes, not painful	
9	Are the hours of service convenient for you to visit the laboratory? If NO, when is better for you to visit?	Yes	
10	What can we do to assist you better?		
11	Do you have a specific comment or question?		

Thank you for helping us to be a better laboratory.