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| 苦情処理簿 | | | | | | | | | | | |
| 過程 | |  | | 件名 | |  | | | | | |
| 受理年月日時分 | | 年　　月　　日　　　時　　分頃 | | | | | | 場所 | |  | |
| 分類名(場所) | |  | | | | | | | | | |
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| 当所対応部署 | |  | | | | 当所対応者名 | |  | | | |
| 相手方種別 | |  | | 相手方名(通報者・発信元) | | | |  | | | |
| 相手方要回答 | |  | | 相手方連絡先(通報者・発信元) | | | |  | | | |
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| 内容(管理コード番号) | | | | | | | | | | | |
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| 対処区分 | |  | | | | 連携先電話番号 | |  | | | |
| 他機関名称 | |  | | | | 連携先担当者名 | |  | | | |
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| 経過年月日時分 | |  | | 経過対応部署 | |  | | 経過対応者名 | |  | |
| 経過(管理サブコード番号) | | | | | | | | | | | |
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