

How to sign up for email correspondence

Patients can choose to receive correspondence, including appointment letters from Dorset County Hospital by e-mail rather than post. Changing to e-mail will enable you to receive correspondence quicker and in a convenient format. This will also help us to reduce the amount of paper we use and become more sustainable.

At present, all patients aged 18 and over can sign up to receive correspondence by e-mail.

How to sign up

To receive correspondence by e-mail, please follow the instructions below:



Add your e-mail address to your Trust record by [completing the online sign-up here](#). You will need to confirm your:

- Hospital number (on the top left-hand corner of your appointment letter)
- Postcode
- Date of birth
- The GP surgery you are registered with.



If the details provided match our records, you will be presented with the terms and conditions of receiving correspondence via e-mail. Please read these carefully.



If you accept the terms and conditions, please confirm this by ticking the confirmation boxes. You will then be asked to provide the e-mail address you wish to add to your hospital record.



You will receive an e-mail from **email_signup_noreply@dchft.nhs.uk** asking you to verify your e-mail address. This must be actioned within 48 hours to complete the sign-up process. If you have not received the e-mail, please check your junk/spam folder.



You will now start to receive your correspondence by e-mail, rather than post*.

**Please be aware not all correspondence are e-mail enabled meaning you may continue to receive some postal communications from DCHFT. We are working to increase our digital communication capability.*