

# Creating a Referral and Booking an Appointment with The Employee Neurodivergent and Disability (EDNA) Service

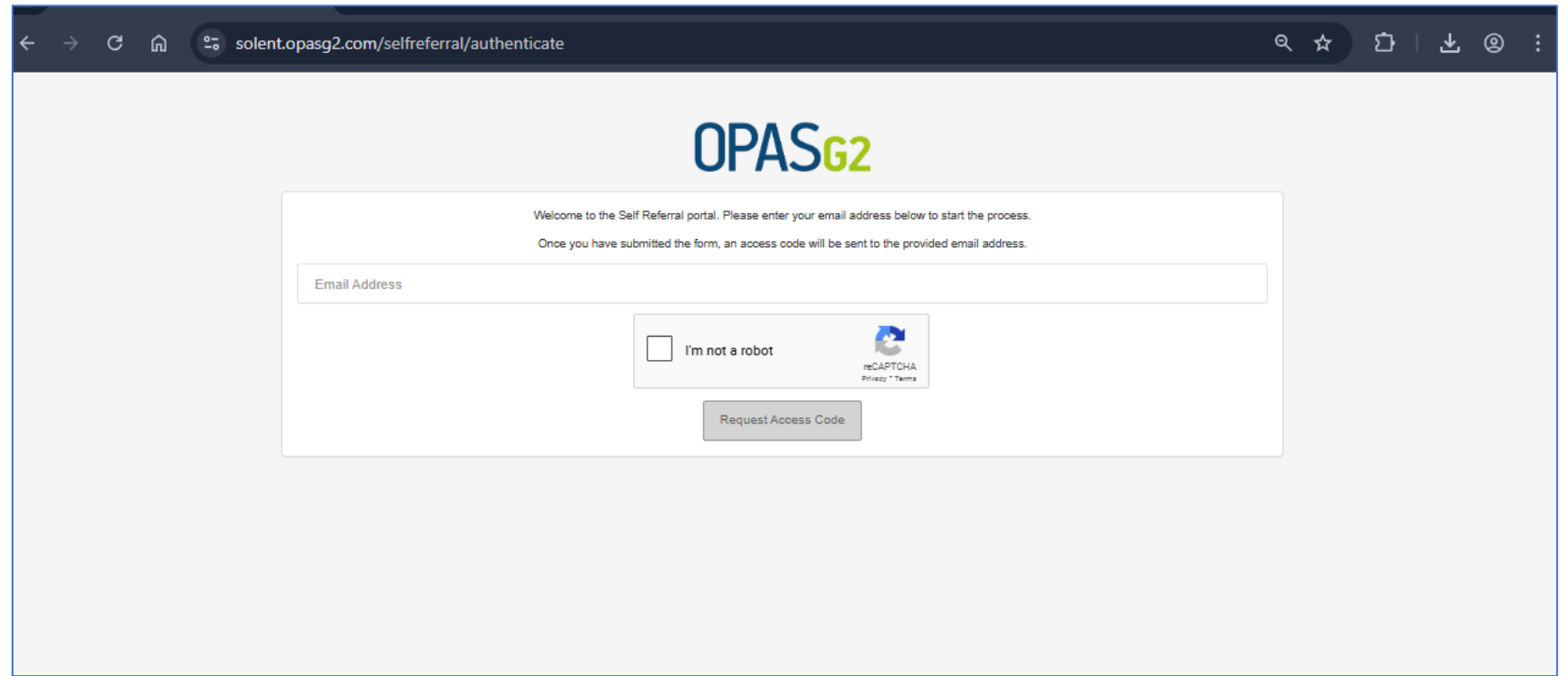
Version 1.0 – November 2025

To create a Self Referral,  
visit:

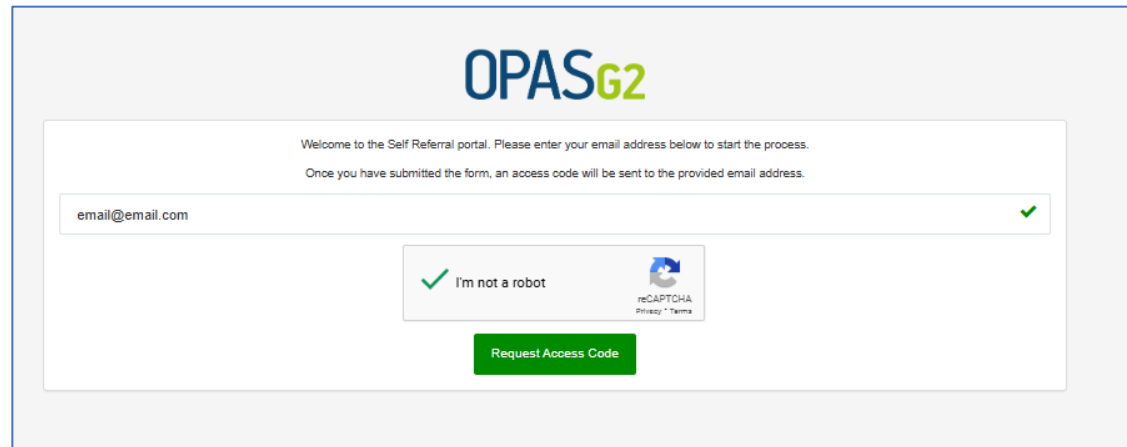
<https://solent.opasg2.com/selfreferral/>

Here you will need to  
enter your email address  
and the Captcha  
verification

Once both fields are  
complete, click **Request  
Access Code**



The screenshot shows a web browser window with the URL `solent.opasg2.com/selfreferral/authenticate`. The page features the OPASG2 logo at the top. Below the logo, there is a white box containing the following text: "Welcome to the Self Referral portal. Please enter your email address below to start the process." and "Once you have submitted the form, an access code will be sent to the provided email address." Below this text is a text input field labeled "Email Address" which is currently empty. Underneath the input field is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox that is not checked. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy Terms". Below the reCAPTCHA widget is a grey button labeled "Request Access Code".



The screenshot shows the same web browser window as above, but now the "Email Address" input field contains the text "email@email.com" and has a green checkmark on the right side. The reCAPTCHA widget now shows a green checkmark next to the text "I'm not a robot", indicating successful verification. The "Request Access Code" button is now green.

You will receive an email from noreply@opasg2.com with an **Access Code**.

Copy or note this down.

Return to your browser and enter the **Access Code** here.

Click Submit Access Code.

Self Referral - Code for Temporary Access

OPAS-G2 <noreply@opasg2.com>  
To

Reply Reply All Forward

Thu 20/11/2025 12:09

**NHS**  
**Hampshire and Isle of Wight Healthcare**  
NHS Foundation Trust

A Self Referral access code has been requested to this contact address. Please find your code below.

**EPFNLF**

If you did not request this, you can safely ignore this email.

**OPASG2**

Welcome to the Self Referral portal. Please enter your email address below to start the process.  
Once you have submitted the form, an access code will be sent to the provided email address.

email@email.com ✓

E P F N L F

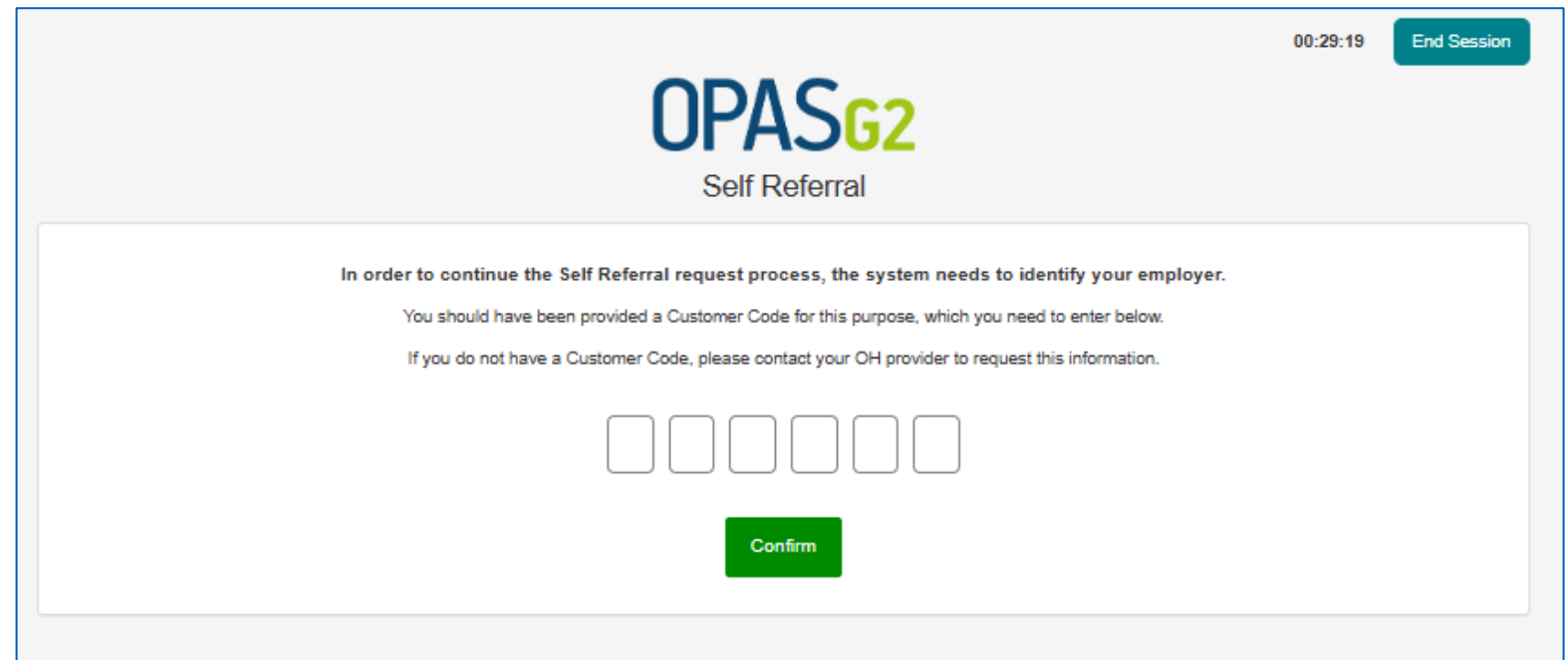
Go back **Submit Access Code**

[Resend your access code](#)

Your Organisation is linked to a specific Customer Code. This helps to identify who you work for, and which Self Referrals are available to you.

Enter your Customer Code into the boxes and click **Confirm**.

If you are unsure of your Customer Code, please contact [hiowh.edna@nhs.net](mailto:hiowh.edna@nhs.net).



00:28:19 End Session

# OPAS G2

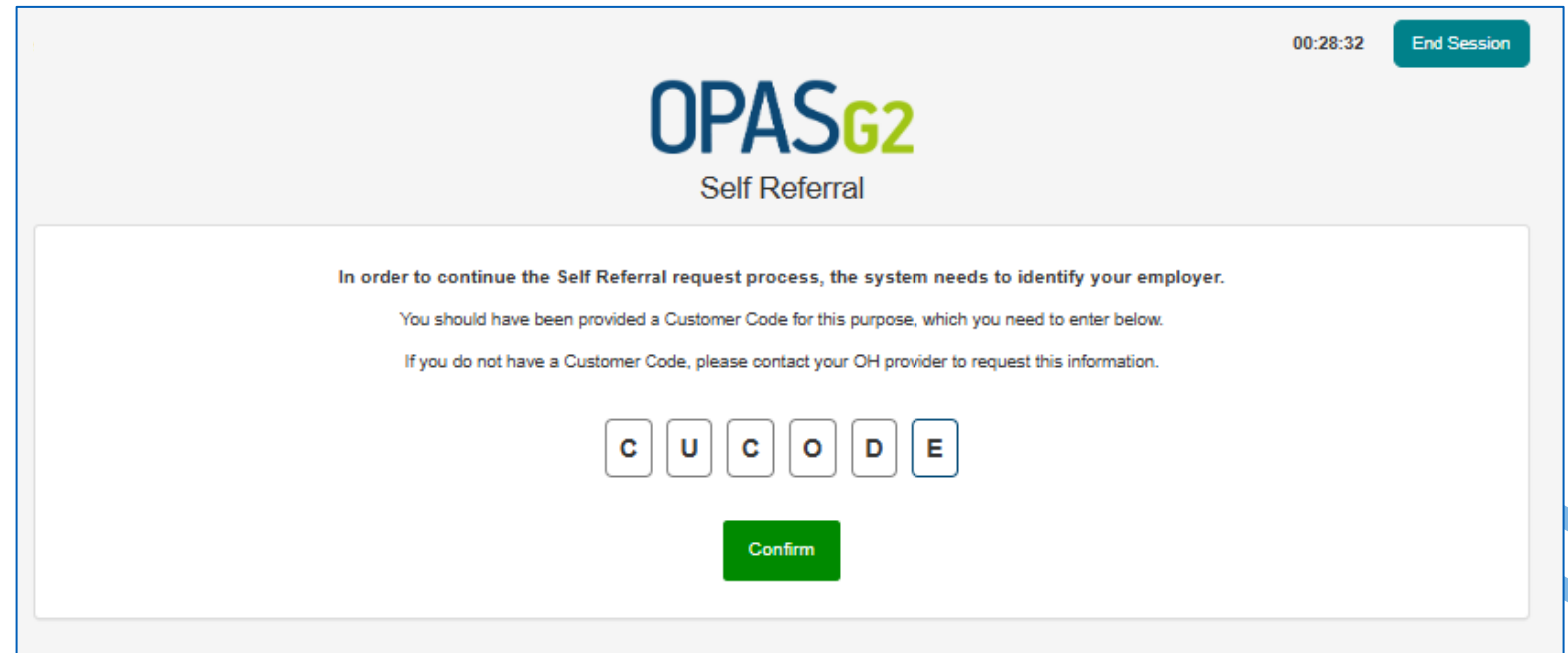
## Self Referral

In order to continue the Self Referral request process, the system needs to identify your employer.

You should have been provided a Customer Code for this purpose, which you need to enter below.

If you do not have a Customer Code, please contact your OH provider to request this information.

**Confirm**



00:28:32 End Session

# OPAS G2

## Self Referral

In order to continue the Self Referral request process, the system needs to identify your employer.

You should have been provided a Customer Code for this purpose, which you need to enter below.

If you do not have a Customer Code, please contact your OH provider to request this information.

**Confirm**

Depending on your Organisation, you may be provided with a list of options. Select **The Employee Disability and Neurodivergent Advisory Service (EDNA)** and click **Confirm**.

If EDNA is the only service available for your Organisation, you will not see this window and will be taken straight to the next one.

The screenshot shows a web interface for 'OPAS G2 Self Referral'. At the top right, there is a timer '00:30:15' and an 'End Session' button. The main heading is 'OPAS G2 Self Referral'. Below this, the instruction reads 'Select The Required Self Referral Form Type'. A sub-message states 'You have 2 Self Referral form types available to select from.' and another instruction says 'Please review the available options below, click on the form type you wish to complete and confirm.' There are two selection boxes. The first box contains 'The Employee Disability and Neurodivergent Advisory Service (EDNA)' with a description: 'The Employee Disability and Neurodivergent Advisory (EDNA) service, is a service that provides advocacy and signposting for NHS and Primary Care staff in Hampshire and Isle of Wight who have a disability, long term condition, and/or neurodivergence'. The second box contains 'Physiotherapy - Self Referral' with the same text. At the bottom, there is a 'Confirm' button and a note: 'If you are unsure which is the correct form to use, then please contact your OH provider.'

This window provides information about the service. When you are ready, press **Continue**.

00:26:19 [End Session](#)

# OPASG2

## The Employee Disability and Neurodivergent Advisory Service (EDNA)

The Employee Disability and Neurodivergent Advisory (EDNA) service is a self-referral service. You do not need a medical referral, manager referral, or formal diagnosis to access our service.

Our service aims to support colleagues to thrive in the workplace, working with the individual to identify areas where support is required including recommendations around potential reasonable adjustments.

You will be offered a confidential one-to-one consultation with one of our Disability and Accessibility Advisors either via the telephone or via Teams video call. Following this, you will receive a detailed letter outlining what has been discussed, which will include recommendations for reasonable adjustments which can be shared with your line manager at your discretion.

Please complete the self-referral with as much detail as possible. Once our team has received and reviewed your referral, you will be provided a link to self-book an appointment convenient to you. The EDNA Service is available Monday – Friday during core hours.

Please note, we are not a mental health service, and we are not able to diagnose or offer assessments for neurodivergence. We are also unable to be involved in any performance or disciplinary issues and these matters should be referred to your local Employee Relations team.

If you have any questions or require assistance completing the self-referral, please contact our team at [HIOWH.EDNA@nhs.net](mailto:HIOWH.EDNA@nhs.net).

Thank you,  
The EDNA Team

[Continue](#)

The form will then open, which will ask you for your Personal Details (Name, Dob, Address, etc.), Work Details, Details about your needs and Your Demographics.

OPASg2  
The Employee Disability and Neurodivergent Advisory Service (EDNA)

00:25:49 End Session

Personal Details

Please enter your details

Customer Code  
GC85Q1

First Name \* Last Name \*

Date Of Birth \* Preferred Telephone Number \*

Home Address \*

Sections

Personal Details

EDNA Self Referral

Anything which is mandatory can be identified by the red Asterix (\*). If you submit the form without filling one of these mandatory fields, a message of “Field is required” will appear:

First Name \*

Field is required

Details About your Needs

These questions will help us to understand your relevant health information and needs, to give you the best support possible during your consultation, and enable us to make safe and appropriate recommendations.

Please provide information about your disability, long-term and/or neurodivergent condition. Please include what difficulties and/or challenges you experience? \*

If relevant please provide details of what adjustments/adaptations have already been made or, provide details of what adjustments you feel could be helpful? \*

Please confirm below if you require any reasonable adjustments to be made by the advisors ahead of your appointment. \*

Do you have any supporting evidence or, information that you would like to share, which might be helpful for your assessment? This is optional; you can still access the service without this. \*

Yes No

Would you prefer a telephone or video call?

EDNA Self Referral

Your Details

Preferred Pronouns Employee Number

Your Work Details

Are you a new member of staff? \* Please provide your start date (if unknown, please leave blank)

Are you currently off work due to sickness? \* Employer \*

Yes No

Job Title \* Department \*

Job Role Category \* How did you hear about EDNA?

Your Demographics

We collect demographic information to help us understand who is using our services—and just as importantly, who might not be. This helps us identify any gaps and take steps to ensure our services are accessible and inclusive for everyone.

Answering these questions is completely optional. If you're not comfortable sharing this information, you can skip them. Your responses will never affect the care or support you receive from us.

By choosing to share this information, you're helping us improve and reach more people who may benefit from our services.

Thank you for your support.

What is your age range? Which of the following best describes you?

Is your gender identity the same as the sex you were registered at birth? What is your sexual orientation?

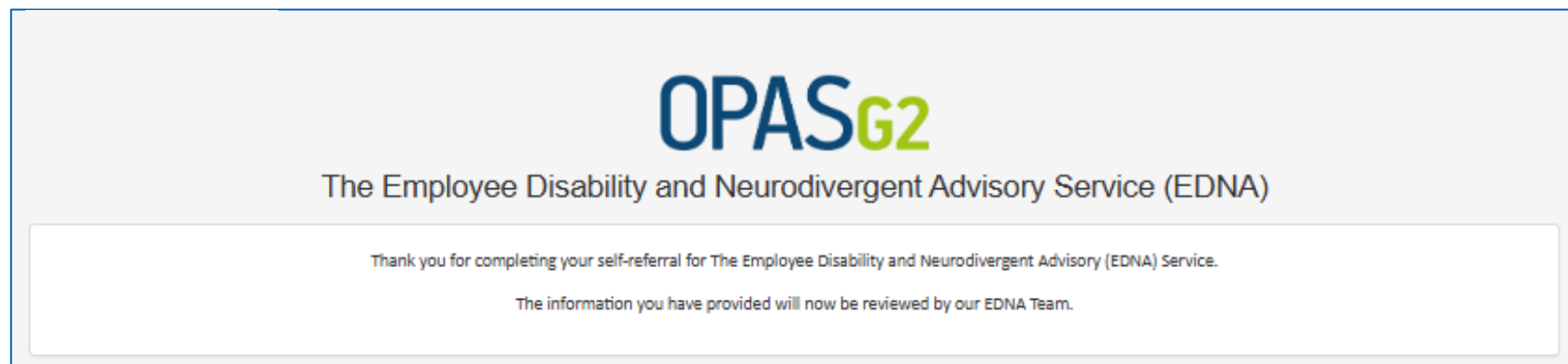
What is your religion?

Once you have completed the form, click [Submit Form](#).

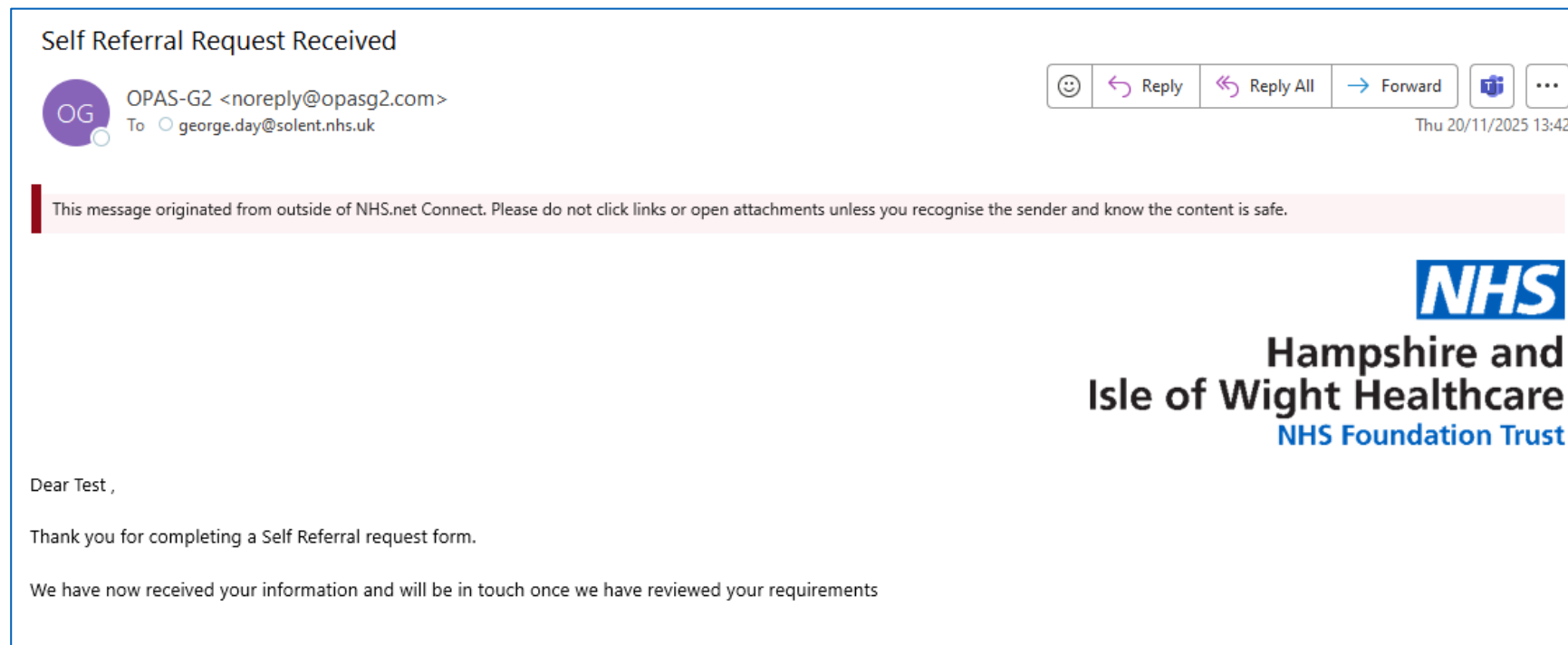
Please ensure you have filled out the above information to the best of your ability as you will not be able to return to this form once it is submitted

Submit Form

Once you have submitted the form, you will receive this Confirmation Message.





You will also receive an email confirmation.









Once someone from the EDNA Team has reviewed your referral, you will receive an email inviting you to book your appointment.


Copy or note down the **code**, then click **Load Record**.

Invitation to book your EDNA Appointment

 OPAS-G2 <noreply@opasg2.com>  
To 

  Reply  Reply All  Forward  

Thu 20/11/2025 14:17

  
**Hampshire and  
Isle of Wight Healthcare**  
NHS Foundation Trust

Dear Test Record,

Thank you for your referral to EDNA. We would like to invite you to an appointment to discuss your needs.

You can select a suitable date and time for the appointment yourself by accessing the self booking facility.

In order to do this, please click the link below and enter the following code: **WVSPFB**

Please book your appointment here: [Load Record](#)

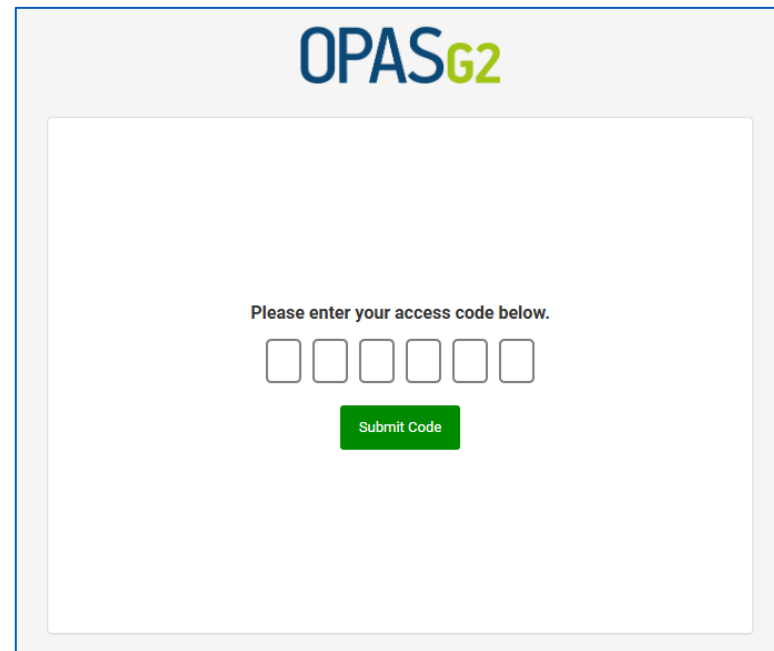
If you require any assistance with this, please contact us on [hiowh.edna@nhs.net](mailto:hiowh.edna@nhs.net).

Kind Regards,

The Employee Disability and Neurodivergent Advisory Service (EDNA)



Clicking Load Record will open this window in your web browser.




OPAS G2

Please enter your access code below.

Submit Code

Enter your **code** and click **Submit Code**.



OPAS G2

Please enter your access code below.

**W V S P F B**

Submit Code

This window will now appear. You can see how your appointment will take place (Telephone or Video Call) and are presented with a selection of Clinics to choose from. To give yourself as many options as possible, please select all of them:

|                                     |                         |
|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | EDNA Clinic 1<br>Remote |
| <input checked="" type="checkbox"/> | EDNA Clinic 2<br>Remote |

The screenshot shows the OPAS G2 Appointment Self Booking interface. At the top, the OPAS G2 logo is displayed. Below it is a teal header bar with the text "Appointment Self Booking". The main content area is divided into two sections: "Appointment Details" and "Available Appointment Times".

**Appointment Details**

The Occupational Health department require you to complete an appointment as part of your current **The Employee Disability and Neurodivergent Advisory Service (EDNA)**.

During the appointment, the following activities are due to take place:

- EDNA Initial Consultation

**Please note this is a Telephone appointment so you will not need to attend the clinic in person.**

You have a choice of 2 Clinics which can deliver the required appointment  
Please choose one or more Clinics, and the available appointment dates & times will then be displayed below.

EDNA Clinic 1  
Remote

EDNA Clinic 2  
Remote

**Available Appointment Times**

**i** Please select a Clinic above to view available Appointments

You will then be presented with all of the available appointment times.

This can be filtered using the **buttons** at the top. You can select your Preferred Date, Preferred Day of Week and Preferred Time of Day. Alternatively, browse all of the available dates and times together.

Here we can see all available appointment times for both clinics, to view more options, click **More Dates**.

Once you have found a convenient date and time, click on the **time** (in this instance, we have selected Monday 2<sup>nd</sup> February 2026 at 08:30).

Available Appointment Times

**i** You can now select a date and time, which is suitable for you, from the available appointments shown below. When you have found the one you wish book, click on the Time to select it.

Filter the available time slots by:

Preferred Date:

Preferred Day Of Week:

Preferred Time Of Day:

**EDNA Clinic 2**

Monday 2nd February 2026

Tuesday 3rd February 2026

Wednesday 4th February 2026

**EDNA Clinic 1**

Monday 2nd February 2026

Tuesday 3rd February 2026

A popup will appear confirming the details of your appointment. Once you are happy with this, click **Confirm**.

The details you have selected are:

- Test Record**
- The Employee Disability and Neurodivergent Advisory Service (EDNA)**
- EDNA Clinic 2**
- Unassigned Clinician**
- Mon 2nd Feb 2026 8:30**
- 45 minutes**

If you are happy with this, please click Confirm, if not click Cancel to choose a different date & time

**Confirm**

**08:30** **10:30** **13:45**

This window confirming your appointment and the details of it will then appear.

**OPASG2**

**Appointment Confirmation**

The booking of your Telephone appointment with OH has now been confirmed.

The confirmed details are:

|                      |                          |
|----------------------|--------------------------|
| Clinic               | EDNA Clinic 2            |
| Appointment Date     | Monday 2nd February 2026 |
| Appointment Time     | 08:30                    |
| Appointment Duration | 45 minutes               |

If you require any further details regarding this appointment, or if you need to change the time of appointment, please contact the Occupational Health department directly.

You will also receive an email confirmation, which includes a calendar attachment for you to add the appointment straight into your diary, if you would like.

Confirmation of your EDNA Appointment

OPAS-G2 <noreply@opasg2.com>  
To

appointment.ics  
2 KB

Thu 20/11/2025 14:57

**NHS**  
**Hampshire and Isle of Wight Healthcare**  
NHS Foundation Trust

Dear Test

This is to confirm your booking with The Employee Disability and Neurodivergent Advisory (EDNA) Service. Please see the details below:

Date: 02/02/2026

Time: 08:30

If you have any questions, or need to change this booking, please contact us at [hiowh.edna@nhs.net](mailto:hiowh.edna@nhs.net).

Kind Regards,

The Employee Disability and Neurodivergent Advisory (EDNA) Service

# All done!

You have now successfully created an EDNA Referral and booked your appointment.

If you have any questions, please get in touch with [hiowh.edna@nhs.net](mailto:hiowh.edna@nhs.net).

