



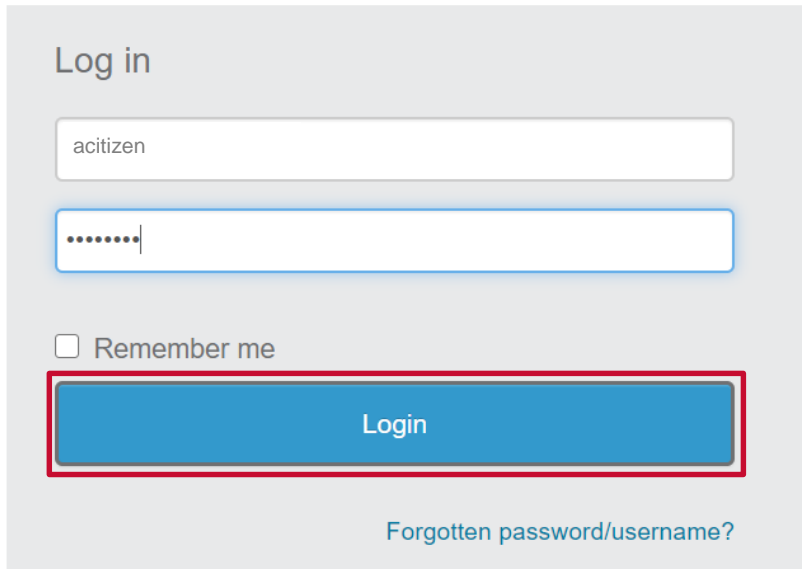
Quick Reference Guide

Online Occupational Therapist Driving Assessment Form
Transport for NSW

1. Log in to MyHealthLink Portal

In your preferred web browser go to <https://auportal.healthlink.net/hlkportal/login>.

Log-in using your account username and password.



Log in

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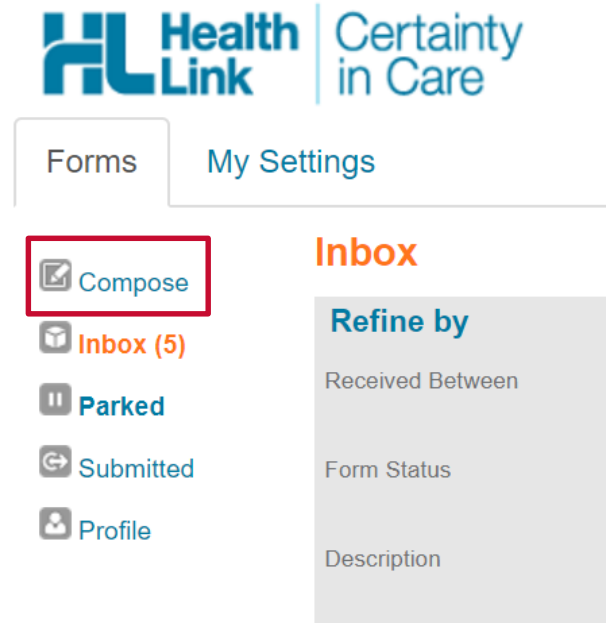
Remember me

Login

[Forgotten password/username?](#)

2. HealthLink Portal Homepage

On the right hand side, select **compose** to get access to the online form.



Health Link | Certainty in Care

Forms My Settings

Compose

Inbox (5)

Parked

Submitted

Profile

Inbox

Refine by

Received Between

Form Status

Description

3. Services Landing Page

Select Transport for NSW.

Referred Services

Chris O'Brien Lifehouse Services
My Aged Care Referral

Hearing Australia Medical Certificate
Transport for NSW

4. Patient Details

Enter all of the patient's details in the fields provided and select 'Next'. Anything that is marked with a * is a mandatory field.

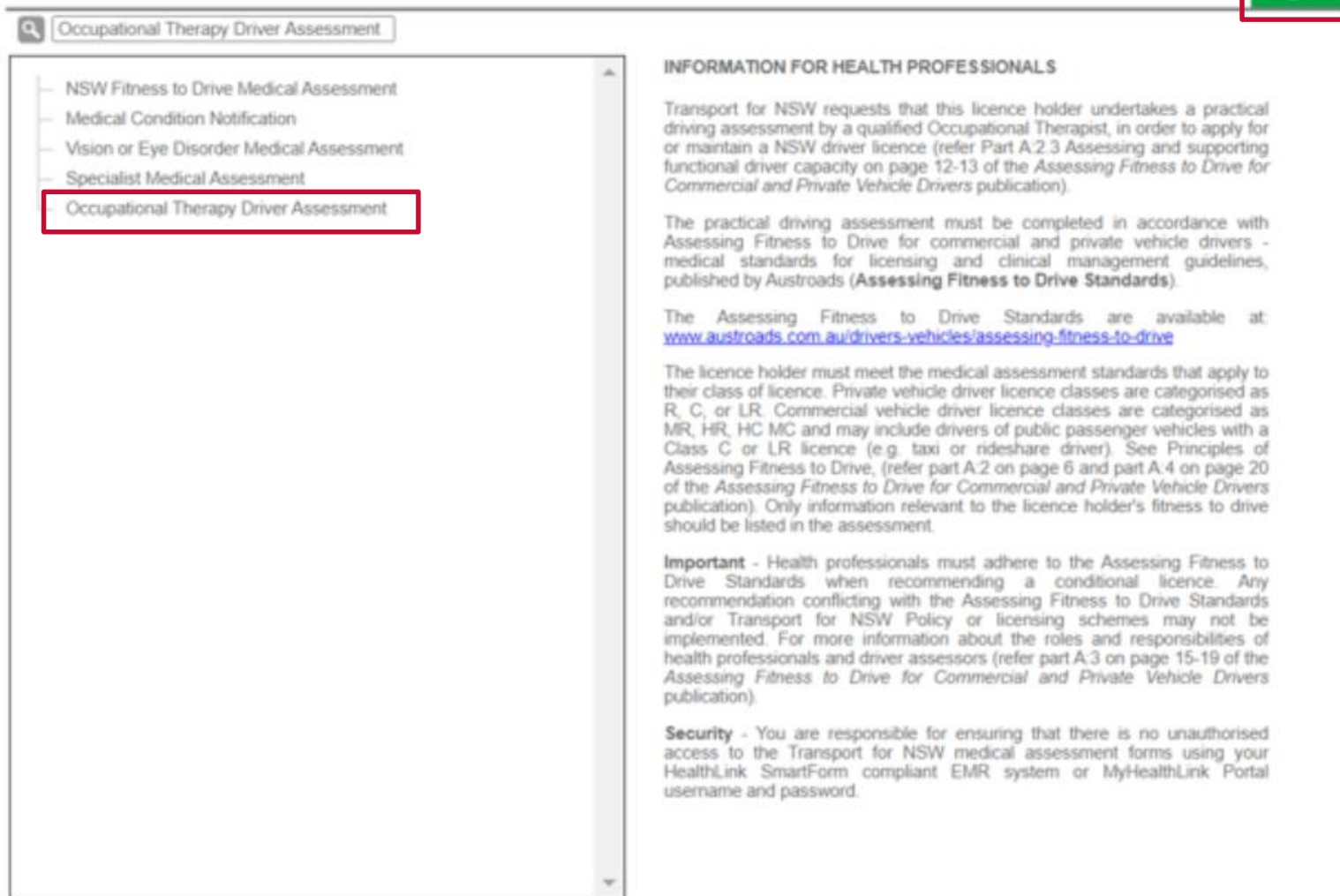
Important Note: these details need to match what is on the patient's NSW Driver licence/record to enable Transport for NSW to validate the customer.

Enter Patient's Details

Patient's ID	<input type="text"/>	Date of Birth *	<input type="text" value="07/07/1985"/>
First Name *	<input type="text" value="Seven"/>	Last Name *	<input type="text" value="Systest"/>
Postal Address:		Residential Address:	<input type="text" value="Yes"/>
		Same as Postal *	
Address Line 1 *	<input type="text" value="1 Smith Street"/>		
Address Line 2	<input type="text"/>		
Suburb	<input type="text" value="Test Town"/>		
State *	<input type="text" value="NSW"/>		
Postcode	<input type="text" value="1111"/>		
Contact Details:			
Home	<input type="text"/>	Work	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>

5. Form Selection

From the list of forms, select '**Occupational Therapy Driver Assessment**' then click the green continue button.



Occupational Therapy Driver Assessment

- NSW Fitness to Drive Medical Assessment
- Medical Condition Notification
- Vision or Eye Disorder Medical Assessment
- Specialist Medical Assessment
- Occupational Therapy Driver Assessment**

INFORMATION FOR HEALTH PROFESSIONALS

Transport for NSW requests that this licence holder undertakes a practical driving assessment by a qualified Occupational Therapist, in order to apply for or maintain a NSW driver licence (refer Part A.2.3 Assessing and supporting functional driver capacity on page 12-13 of the *Assessing Fitness to Drive for Commercial and Private Vehicle Drivers* publication).

The practical driving assessment must be completed in accordance with *Assessing Fitness to Drive for commercial and private vehicle drivers - medical standards for licensing and clinical management guidelines*, published by Austroads (**Assessing Fitness to Drive Standards**).

The *Assessing Fitness to Drive Standards* are available at: www.austroads.com.au/drivers-vehicles/assessing-fitness-to-drive

The licence holder must meet the medical assessment standards that apply to their class of licence. Private vehicle driver licence classes are categorised as R, C, or LR. Commercial vehicle driver licence classes are categorised as MR, HR, HC MC and may include drivers of public passenger vehicles with a Class C or LR licence (e.g. taxi or rideshare driver). See *Principles of Assessing Fitness to Drive*, (refer part A.2 on page 6 and part A.4 on page 20 of the *Assessing Fitness to Drive for Commercial and Private Vehicle Drivers* publication). Only information relevant to the licence holder's fitness to drive should be listed in the assessment.

Important - Health professionals must adhere to the *Assessing Fitness to Drive Standards* when recommending a conditional licence. Any recommendation conflicting with the *Assessing Fitness to Drive Standards* and/or Transport for NSW Policy or licensing schemes may not be implemented. For more information about the roles and responsibilities of health professionals and driver assessors (refer part A.3 on page 15-19 of the *Assessing Fitness to Drive for Commercial and Private Vehicle Drivers* publication).

Security - You are responsible for ensuring that there is no unauthorised access to the Transport for NSW medical assessment forms using your HealthLink SmartForm compliant EMR system or MyHealthLink Portal username and password.

Continue

6. Driver Licence Verification

- Select and enter either a valid NSW 'Driver Licence' or 'Customer number'.
- Tick 'Patient consent obtained'.
- Click 'Validate/Retrieve' to confirm the patient's details with Transport for NSW.

▼ Driver Licence Verification

Driver licence number Customer number

Driver licence number* Patient surname

Patient consent obtained* Date of birth

Current medical assessment information **Address**

Name

Date of birth

Licence number


Licence class

Field of practice*

Medical standard*

Assessing medical standard*

Reason for medical

 Consider the nature of the driving task when performing this assessment.

7. Driver Licence Verification continued

- 'Field of practice' = Occupational Therapist.
- 'Assessing Medical Standard' can be changed. However, this will be pre-populated with the medical standard currently recorded by Transport for NSW.
- Select 'Continue with Medical Assessment' to proceed.

▼ Driver Licence Verification

Driver licence number Customer number

Driver licence number* Patient surname

Patient consent obtained* Date of birth

Current medical assessment information Address

Name 27-29 ARGYLE STREET
PARRAMATTA
NSW
2150

Date of birth

Licence number


Licence class

Field of practice*

Medical standard*

Assessing medical standard*

Reason for medical

 Consider the nature of the driving task when performing this assessment.

8. Completing the Form

There are 3 options to choose from:

- **Full or Summary Report** = this is where you provide Transport for NSW with your recommendations after conducting an on-road assessment.
- **Additional Report for Information Only** = can be used to provide a copy of your full written report, interim reports where no change is required or for any other information you would like to provide to Transport for NSW. *Please note no action will be taken on these reports they are for information only.*
- **Off road assessment completed – proceed with On-Road Assessment** = to inform Transport for NSW that a patient is ready to proceed to the On-Road Assessment. This will allow Transport for NSW to arrange for a Driver Licence to be issued for the purpose of the On-Road Assessment if required.

▶ Driver Licence Verification

Occupational Therapy Driver Assessment

Please select what report you are submitting.*

- Full or Summary Report
- Additional Report for Information Only
- Off road assessment completed - proceed with On-Road Assessment

DECLARATION

- Applicant declaration read and accepted*

9. Full or Summary Report

- Provide general details about the assessment then select the appropriate recommendation.
 - **Maintain Licence** = recommend the patient can keep their current class of driver licence.
 - **Upgrade/Downgrade Licence** = recommend a change to the patient's current licence class.
 - **Cancel Licence** = recommend that a patient is not safe to continue to hold a driver licence.

Occupational Therapy Driver Assessment

Please select what report you are submitting.*

- Full or Summary Report
- Additional Report for Information Only
- Off road assessment completed - proceed with On-Road Assessment

On Road Assessment Summary

When Assessed:* 

Duration (mins):*

Driving instructor name:*

Vehicle Used

Registration Number Plate:*

Vehicle Class:*

Transmission:

Licence Class Recommended*

- Maintain Licence
- Upgrade/Downgrade Licence
- Cancel Licence

Any additional comments that are essential for review that cannot be addressed above?

10. Full or Summary Report – Licence Conditions

When selecting **‘Maintain Licence’** or **‘Upgrade/Downgrade’** you will be given the option to recommend the adding or removing of licence conditions. Key points:

- Any conditions existing on the patient’s Transport for NSW record will automatically appear in the box.
 - To remove a condition just click the ‘x’ next to the relevant condition.
 - To add a licence condition click in the box and either:
 - Type key words or the code if known.
- OR
- Scroll through the list until you locate the relevant condition.

Licence Conditions

Click on the box below to show more licence conditions

<input checked="" type="checkbox"/> A033 - May only drive automatic vehicles
<input checked="" type="checkbox"/> S001 - Must wear glasses or contact lenses when driving
<input checked="" type="checkbox"/> V076 - Vehicle must not have power steering fitted
<input checked="" type="checkbox"/> X405 - May only drive within a 5 km radius of home
steering
V002 - Vehicle to be fitted with handbrake to left of steering column
V003 - Vehicle to be fitted with handbrake to right of steering column
V076 - Vehicle must not have power steering fitted
V077 - Vehicle must have a steering wheel aid
V079 - Vehicle must have power steering
V094 - Vehicle must have an indicator switch to the left of steering column
V111 - Vehicle must have steering wheel aid with electronic indicators
V117 - Vehicle must have electronic mobility control for steering

IS THE PATIENT REQUIRED TO BE ISSUED A RESTRICTED LICENCE PRIOR TO REASSESSMENT? YES NO

11. Full or Summary Report – Remediation & Ongoing Review

Additionally when **‘Maintain Licence’** or **‘Upgrade/Downgrade’** selected, questions will display in regards to remediation and ongoing review.

Remediation

- Remediation recommended with qualified Driving Instructor trained in rehabilitation* Yes No
- Recommended period* Hours Lessons
- Is an Occupational Therapy driver reassessment required following remediation?* Yes No
- Is the patient required to be issued a restricted licence prior to reassessment?*
- Restricted to drive with a driving instructor only
 - Restricted to drive during Occupational Therapy Driver Assessment only
- Transport for NSW Disability Driving Assessment Required?* Yes No

Ongoing Review

- Is there a need for ongoing Occupational Therapy Driver Assessment?* Yes No
- Frequency*
- 3mths
 - 6mths
 - 12mths

12. Full or Summary Report – Additional information

If you need to provide Transport for NSW with any additional information that can not be addressed in the provided questions, there is a free text box which can be accessed by ticking the below indicated box.

- Any additional comments that are essential for review that cannot be addressed above?

Additional comments

Input any additional comments in this field

There are also fields to provide Transport for NSW with information about how long you have been treating the patient.

TREATMENT HISTORY


- First visit

When did you first treat the patient?*

Jul ▼ / 2020

When did the patient first attend this practice?*

Jul ▼ / 2020

Did you have any knowledge of the patient's medical history before undertaking this assessment?* 

Yes No

DECLARATION

- Applicant declaration read and accepted*

13. Additional Report for Information Only & Off road Assessment completed – proceed with On-Road Assessment

If either of these two options are selected you will be asked to attached a report.

- Tick 'Report attached'

Occupational Therapy Driver Assessment

Please select what report you are submitting.*

- Full or Summary Report
- Additional Report for Information Only
- Off road assessment completed - proceed with On-Road Assessment

Report attached



This report is for record keeping purposes only. If you want to change your recommendation please submit another Full or Summary Report.

Occupational Therapy Driver Assessment

Please select what report you are submitting.*

- Full or Summary Report
- Additional Report for Information Only
- Off road assessment completed - proceed with On-Road Assessment

Report attached



By selecting this option you are confirming that the patient does not hold a current driver licence and may be issued with a driver licence to proceed with an On-Road assessment.

14. Attaching a report

If choose 'Additional Report for Information Only' or 'Off road assessment completed - proceed with On-Road Assessment' you will need to make sure you attach a report otherwise you will not be able to submit the form.

To attach a report:

- Select the 'Attachments/Reports' tab on the right hand side.
- Click 'Browse for Local File'.

The screenshot displays a web form interface. On the left is a sidebar with four tabs: 'Medical Assessment' (with a warning icon), 'Attachments / Reports' (highlighted with a red box), 'Patient Information', and 'Recipient / Referrer'. The 'Medical Assessment' tab shows 'Licence class: C' and 'Medical standard: Private'. The 'Attachments / Reports' tab shows 'No reports selected' and 'No files attached'. The 'Patient Information' tab shows 'Seven Systest', 'No patient ID available', and '07/07/1985'. The 'Recipient / Referrer' tab shows 'Lawrence Peterson' and '719021QK'. The main content area features a green success message: 'Form has been auto-saved.' Below this is a header 'Diagnostic Reports / Patient Documents' and a text prompt: 'Attach file from Computer supports files that end in types: doc, docx, jpeg, jpg, pdf, rtf, tif, tiff, txt'. A red box highlights a 'Browse for Local File' button on the right side of the main content area.

15. Attaching a report - Continued

- Click '**Choose File**'.
- Select the relevant document you wish to attach then select '**Upload**'.
- Once uploaded you will see the document listed under the '**Local File Attachments**'.

Add File Attachment

New file attachment

Comments

Local File Attachments


	Date	Name	Comments	Size
<input checked="" type="checkbox"/>	27/07/2020	Quick Wins.docx		178 KB

16. Submitting a completed form

- Once you have completed a form all that is left to do is submit. In the top left hand click the **'Submit'** button.



- If there are any mandatory fields that have not been completed you will receive a message asking you to fix them before submitting the form.



Please fix the following errors:

- Driving instructor name: is a required field
- Registration Number Plate: is a required field

- You will receive confirmation that the report has been received by Transport for NSW.

[Print](#)

Referral Sent and Acknowledged on 27/07/2020 21:50 AEST

Assessment Summary

Report has been forwarded to Transport for NSW for processing.

For any enquires please contact Service NSW on 132213

17. Printing or saving a copy

- Once the form has been submitted you can print or save a copy of the PDF, just select the 'Print' button.

[Print](#)

Referral Sent and Acknowledged on 27/07/2020 21:50 AEST

Assessment Summary

Report has been forwarded to Transport for NSW for processing.

For any enquires please contact Service NSW on 132213

- Or on the homepage under the '**Submitted**' tab you will see all your previously submitted forms. You can select and review these reports at anytime.

Forms [My Settings](#) Welcome **Lawrence**

Submitted Forms List

Compose
 Inbox (5)
 Parked
 Submitted
 Profile

Refine by

Submitted Between and Patient's Name

Form Type Ref ID Patient's ID

Description

Click on the row to view the record Items per page Page 1 of 2 - 14 records

Reference ID	To	Patient's Name	Patient's ID	Description	Type	Ack Status	Date Submitted
RMS-293303	nswrmsma	Seven Systest		Occupational Therapy Driver As..	nswrmsma	Acknowledged	27/07/2020