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](https://auportal.healthlink.net/hlkportal/login).
Log-in using your account username and password.

![Login form](image)

2. HealthLink Portal Homepage

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

![HealthLink Portal](image)

3. Services Landing Page

Select Transport for NSW.

![Services landing page](image)
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.
5. Form Selection

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

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**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:** 07/07/2020
- **Duration (mins):** 120
- **Driving instructor name:** John Smith

**Vehicle Used**

- **Registration Number Plate:** ABC123
- **Vehicle Class:** C - Car
- **Transmission:** Automatic

**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.
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* 3 Hours ☐ Yes ☐ No
  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?* ☐ Yes ☐ No
- 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?*

When did the patient first attend this practice?*

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

**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’.
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]

**Local File Attachments**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Comments</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/07/2020</td>
<td>Quick Wins.docx</td>
<td></td>
<td>178 KB</td>
</tr>
</tbody>
</table>
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.

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

Assessment Summary

Report has been forwarded to Transport for NSW for processing.

For any enquiries 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.

- 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.