Quick Reference Guide

Online General Practitioner Form
Transport for NSW

1.   Accessing the Online Form

Transport for NSW online form can be accessed through your **EMR** system or through an **online portal**.

EMR Systems

- If you are using and EMR system to complete the form, please proceed to **page 5.**
  - EMR systems that support the online form:
    - Genie Solutions
    - Best Practice
    - Medical Director
    - Medtech

For more details on where to find the online form within the EMR system, please refer to the applicable Quick Start guide for your EMR system which can be found at https://au.healthlink.net/knowledge-base/.

Online Portal

- If you are using the Online Portal to complete the form please continue to **page 3.**

2. 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

acitizen

••••••••

☐ Remember me

Login

Forgotten password/username?

3. HealthLink Portal Homepage

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

HL Health Link | Certainty in Care

Forms   My Settings

📝 Compose

Inbox

📦 Inbox (5)   Refine by

⏸ Parked   Received Between

↪ Submitted   Form Status

👤 Profile

Description

4. 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

5. 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 patients NSW Driver licence/record to enable Transport for NSW to validate the customer.

6. Form Selection

From the list of forms, select **'NSW Fitness to Drive Medical Assessment'** then click the green continue button.

- If you hover over each form type you will be provide a brief description about the forms primary use.

7. 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 patients details with Transport for NSW

8. Driver Licence Verification continued

- '**Field of practice**' pre-populates with General Practitioner but can be changed to Other.
- '**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.

9. Completing the Form

- Once you have generated the form, any pre-existing medical conditions that are recorded on the patient's Transport for NSW record will be **pre-selected** within the form for easy processing.

- If you click on the ⓘ icons, you will be provided with a link to the 'Assessing Fitness to Drive' standards or helpful information about induvial conditions.

10. Treatment History

There are 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?*	Aug ▼ / 2020
When did the patient first attend this practice?*	Aug ▼ / 2020
Did you have any knowledge of the patient's medical history before undertaking this assessment?* ⓘ	● Yes ○ No

RECOMMENDATIONS*

○ Meets the medical criteria for unconditional licence - no further review required

○ Meets the medical criteria for a conditional licence

○ Does not meet the medical criteria for a driver licence - unfit to drive

☐ Any additional comments on conditions likely to affect driving? ⓘ

DECLARATION

☐ Applicant declaration read and accepted*

11. Recommendations

The Recommendations section provides 3 options for you to provide your opinion about the patients medical fitness to drive.

- Meets the medical criteria for an unconditional licence – no further review required. *This option is only available if your patient has **no** relevant medical conditions.*

RECOMMENDATIONS*

- ⦿ Meets the medical criteria for unconditional licence - no further review required
- ○ Meets the medical criteria for a conditional licence
- ○ Does not meet the medical criteria for a driver licence - unfit to drive

- Does not meet the medical criteria for a driver licence – unfit to drive. *To be used when your patient is temporarily unfit or permanently unfit to continue driving.*

RECOMMENDATIONS*

- ○ Meets the medical criteria for unconditional licence - no further review required
- ○ Meets the medical criteria for a conditional licence
- ⦿ Does not meet the medical criteria for a driver licence - unfit to drive

Permanently Unfit means TfNSW will cancel the driver licence. Temporarily Unfit means TfNSW will suspend the driver licence until further medical clearance is obtained. Please select the duration*

- ○ Permanently Unfit   ○ Temporarily Unfit

12. Recommendations continued

- Meets the medical criteria for a conditional licence. *To be used for a customer with medical conditions that will require ongoing review and/or additional assessments/licence conditions.*

RECOMMENDATIONS*

- ○ Meets the medical criteria for unconditional licence - no further review required
- ● Meets the medical criteria for a conditional licence
- ○ Does not meet the medical criteria for a driver licence - unfit to drive

Review recommendation (if applicable)

TfNSW will use the default review period if review period recommendation is left unselected. Recommended review periods will be assessed by TfNSW.

Review period recommendation*   [TfNSW Default ▼]

Driving assessment recommendation/s (if applicable)

- ○ Transport for NSW practical driving test
- ○ Occupational Therapist Driver assessment
- ○ None

Recommended licence condition/s (if applicable)

- ☐ Downgrade to a lower class of licence
- ☐ Daylight hours only
- ☐ May only drive automatic vehicles
- ☐ Radius restrictions

Recommend other licence condition/s

[   ]

Specialist review recommendation/s (if applicable)

Recommend other specialist/s review:
Click on the box below to show more specialist options

[   ]

Important Note: Please only select **applicable** additional information in this section. Only fields marked with a * are mandatory.

13. Attaching a report

If you have an additional report/information that you would like to provide Transport for NSW you can add an attachment.

To attach a report:

- Select the 'Attachments/Reports' tab on the right hand side.
- Click 'Browse for Local File' or 'Browse for Patient Document' (EMR systems only).

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

Local File Attachments

	Date	Name	Comments	Size
☑	27/07/2020	Quick Wins.docx		178 KB

14. 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.

Specialist Medical Assessment Submit Preview Park Help ⌄

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

⚠ Please fix the following errors:

- Is the condition well controlled? is a required field
- Has the response to treatment been satisfactory? is a required field

▸ Driver Licence Verification

The medical standards for licensing are available in 'Assessing Fitness to Drive' on www.austroads.com.au.

SLEEP DISORDER

Does the patient have sleep apnoea or narcolepsy? ℹ️   ● Yes   ○ No

Please select the relevant condition(s): *

☑ Narcolepsy

Is the patient compliant with treatment?*   ○ Yes   ● No

Has the response to treatment been satisfactory?*   ☐ Yes   ☐ No

☐ Sleep Apnoea

Is the condition well controlled?*   ☐ Yes   ☐ No

Do you wish to comment on any other medical conditions?*   ○ Yes   ● No

15. Submitting a completed form

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

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

- Base on how the form has been completed additional information may also be provided advising the patient of additional assessment/licence conditions they will require.

Referral Sent and Acknowledged on 04/08/2020 22:30 AEST

Assessment Summary

Report received by Transport for NSW and the following assessments/conditions are now required. The assessments/conditions listed below are additional to any other assessments that may have been requested already. You will receive a letter with additional information in the post.

Licence Conditions:

- May only drive auto vehicles (Added)

Specialist Assessments:

- Ophthalmologist Assessment

For any enquires please contact Service NSW on 132213

16. 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.

17. Accessing submitted forms

EMR System

Any forms you have previously submitted for a patient can be found on the patient's record. Each EMR system is different so please refer to the applicable Quick Start guide for your EMR system which can be found at https://au.healthlink.net/knowledge-base/.

Online Portal

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

18. Park a Form

If you're in the middle of completing the form and you need to do something else, you can 'Park' the form. This saves what you've currently done, allowing you to access it at a later time and pick up where you left off. To Park a form just click on the 'Park' button and close the form.

Specialist Medical Assessment   Submit   Preview   Park   Help ⌄   HL

19. Retrieving and Submitting a Parked form

EMR System

Parked forms can be found on a patient's record.
   • The form should appear with a status of 'Parked'.
   • Double click on the form you wish to continue completing/submit and it will load ready for your action.
For additional information please refer to the applicable Quick Start guide for your EMR system which can be found at https://au.healthlink.net/knowledge-base/.

Online Portal

On the homepage under the 'Parked' tab you will see all the forms you have 'Parked'.
   • Double click on the form you wish to continue completing/submit and it will load ready for your action.