



Digital Fitness to Drive Medical Assessment SmartForm Quick Start Guide

Best Practice 1.9.1 (indigo) and higher

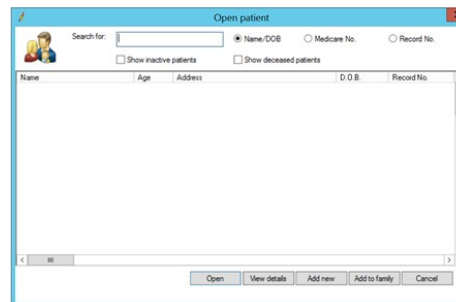
Digital Fitness to Drive Medical Assessment

Quick Start Guide: Best Practice

1. Open the patient record

Search for the patient and open their electronic medical record.

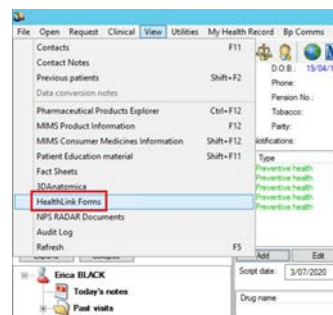
1



2. Launch Healthlink Homepage

Select 'HealthLink Forms' under the 'View' menu and click on the 'New Form' option to open the HealthLink homepage..

2



Created Date	Patient	Subject	Provider	Location
09/06/2020	Erica BLACK	ACT Health	Dr Best Practice	acthealt
18/06/2020	Erica BLACK	Eastern Health Referral	Dr Best Practice	easthca

Digital Fitness to Drive Medical Assessment

Quick Start Guide: Best Practice

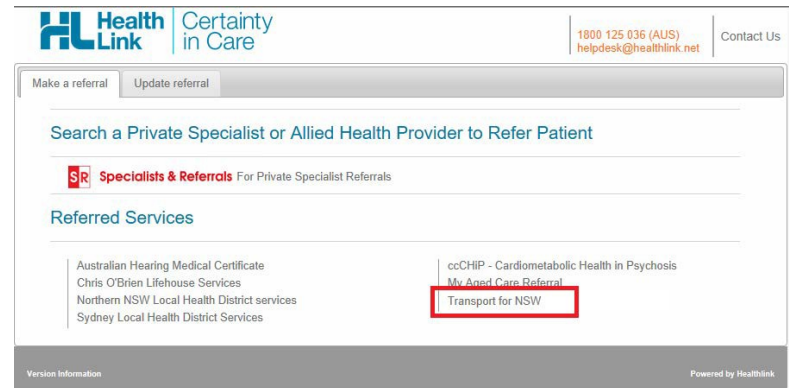
3. Launch the service landing page of Transport for NSW

Under 'Referred Services' you will see a list of the HealthLink Smart Forms available to you. Select the Transport for NSW link, and the service landing page will open displaying the list of online medical forms available to you.

4. Launch the form

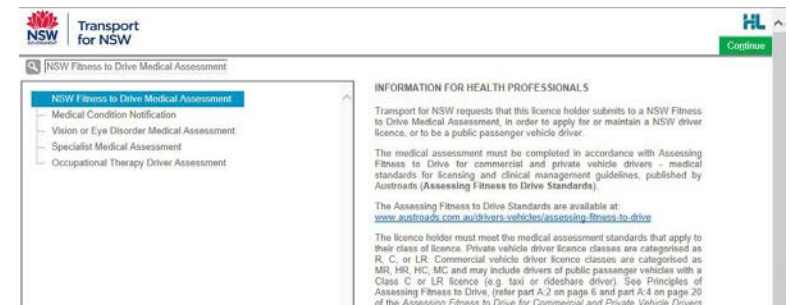
If you are unsure of which form to select, hover over each option for an explanation. Once you have selected a form, handy information for health professionals will display to the right. Click on the 'Continue' button to proceed. The relevant medical assessment form will be launched. Once displayed you will have access to all the information necessary to complete the form for submission.

3



The screenshot shows the HealthLink 'Specialists & Referrals' page. At the top, there is a search bar with the text 'Search a Private Specialist or Allied Health Provider to Refer Patient'. Below the search bar, there is a section titled 'Referred Services' which lists several services. The 'Transport for NSW' link is highlighted with a red box. The page also includes a 'Make a referral' and 'Update referral' button at the top left, and contact information for HealthLink at the top right.

4



The screenshot shows the 'NSW Fitness to Drive Medical Assessment' form. On the left, there is a list of assessment options: 'Medical Condition Notification', 'Vision or Eye Disorder Medical Assessment', 'Specialist Medical Assessment', and 'Occupational Therapy Driver Assessment'. The 'Specialist Medical Assessment' option is selected. On the right, there is a section titled 'INFORMATION FOR HEALTH PROFESSIONALS' which provides detailed information about the assessment process, including a link to the 'Assessing Fitness to Drive Standards' document.

Digital Fitness to Drive Medical Assessment

Quick Start Guide: Best Practice

5. Validate licence details

5

Enter the patient's NSW Licence Number in the 'Driver Licence Verification' field displayed on the 'Medical Assessment' tab and confirm that you've obtained patient consent by ticking on the check box and click on the 'Validate/Retrieve' button. A validation of the Driver Licence Number will be initiated.

At this point, if the entered Driver Licence Number is invalid or cannot be found, the relevant error message will be displayed. Follow the instructions and try again.

Once validated, the patient demographic and medical assessment details will be presented in a read only format. In some circumstances the information will be presented in a slightly different format based on the form option selected in the service landing page.

You may change the 'Field of Practice' to your relevant profession, and change the 'Assessing Medical Standard' between private and commercial to meet the needs of your patient. Click on the 'Continue with Medical Assessment' button to continue with completion of the medical assessment form.

The screenshot shows the 'Driver Licence Verification' section of the 'NSW Fitness to Drive Medical Assessment' form. The form is titled 'NSW Fitness to Drive Medical Assessment' and includes a 'Submit' button. The 'Driver Licence Verification' section has two radio buttons: 'Driver licence number' (selected) and 'Customer number'. Below this, there are input fields for 'Driver licence number*' (3792KQ), 'Patient surname' (REKKAS), and 'Date of birth' (23/02/1944). A checkbox labeled 'Patient consent obtained*' is checked, and a 'Validate / Retrieve' button is next to it. Below these fields is a section for 'Current medical assessment information' with fields for 'Name', 'Date of birth', 'Licence number', 'Licence class', 'Field of practice*' (General Practitioner), 'Medical standard*', and 'Assessing medical standard*' (Please Select). There is also a 'Reason for medical' field. A blue information icon and a note are present: 'Consider the nature of the driving task when performing this assessment.' At the bottom of the form is a 'Continue with Medical Assessment' button.



The screenshot shows the 'Driver Licence Verification' section of the 'NSW Fitness to Drive Medical Assessment' form after validation. The form is titled 'NSW Fitness to Drive Medical Assessment' and includes a 'Submit' button. The 'Driver Licence Verification' section has two radio buttons: 'Driver licence number' (selected) and 'Customer number'. Below this, there are input fields for 'Driver licence number*' (3792KQ), 'Patient surname' (REKKAS), and 'Date of birth' (23/02/1944). A checkbox labeled 'Patient consent obtained*' is checked, and a 'Validate / Retrieve' button is next to it. Below these fields is a section for 'Current medical assessment information' with fields for 'Name' (MR Daniel Thomas REKKAS), 'Date of birth' (23/02/1944), 'Licence number' (3792KQ), 'Licence class' (C), 'Field of practice*' (General Practitioner), 'Medical standard*' (Private), and 'Assessing medical standard*' (Private). There is also a 'Reason for medical' field (Older Driver Med/Div Test) and an 'Address' field (88 APOPHIS BOULEVARD SEVEN HILLS NSW 2147). A blue information icon and a note are present: 'Consider the nature of the driving task when performing this assessment.' At the bottom of the form is a 'Continue with Medical Assessment' button.

Digital Fitness to Drive Medical Assessment

Quick Start Guide: Best Practice

6. Continue with medical assessment

If the patient has any existing medical condition/s (displayed under 'Reason for medical'), the relevant assessment section will be selected as 'Yes' automatically. The other medical assessment sections within the form will be unselected and will require 'Yes' or 'No' answers to be selected.

As you progress through the form, additional questions may appear depending on the previous selections made.

Note that a red asterisk means that an answer is required for that item..

6

Driver Licence Verification

VISION
Does the patient have a current vision or eye disorder? Yes No
What is the patient's visual acuity? *
Right Left Together
Uncorrected 6/ 6/ 6/
Corrected 6/ 6/ 6/

CARDIOVASCULAR DISEASE
Does the patient have a cardiovascular condition(s)?* Yes No

DIABETES
Does the patient have diabetes? Yes No
Please select the relevant condition(s): *
 Diabetes controlled by diet only
 Tablets and/or other non-insulin agents
 Diabetes controlled by Insulin
Is the patient compliant with medication? Yes No
Is patient currently fit to continue driving pending compliance with medication? Yes No
Does the patient have any end organ effects that may impact safe driving? Yes No
Does the patient need to be referred to a specialist for further review? Yes No

RECOMMENDATIONS*
 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)
TNSW will use the default review period if review period recommendation is left unselected. Recommended review periods will be assessed by TNSW.
Review period recommendation*
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
 Must wear glasses or contact lenses when driving
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

 Any additional comments on conditions likely to affect driving?
DECLARATION
 Applicant declaration read and accepted*

Digital Fitness to Drive Medical Assessment

Quick Start Guide: Best Practice

7. Attach supporting documents

The 'Attachments/Reports' tab will give you access to all of the supporting documents that you may wish to attach to the form. You have the option of attaching patient data stored within Best Practice using 'Browse for Patient Document' or by attaching data residing in your local PC using 'Browse for Local File'. This option is particularly useful when wanting to attach eyesight reports already completed by the patient's eye specialist.

7

The screenshot shows the 'Driver Licence Verification' section of the 'NSW Fitness to Drive Medical Assessment' form. It includes fields for 'Driver licence number*' and 'Customer number', a 'Patient surname' field with the value 'SYSTEMS', and a 'Date of birth' field with the value '8/08/1982'. There are also sections for 'Current medical assessment information' and 'Address'. A blue information icon is present at the bottom of the form.



The screenshot shows the 'Attachments/Reports' section of the 'NSW Fitness to Drive Medical Assessment' form. It features a 'Diagnostic Reports / Patient Documents' section with buttons for 'Browse for Patient Document' and 'Browse for Local File'. Below this is a table with columns for 'Date', 'Name', 'Comments', 'Type', and 'Size'. The table currently contains the text 'No records found.' and a warning message: 'Caution: larger attachments may take significant time to preview'.

Digital Fitness to Drive Medical Assessment

Quick Start Guide: Best Practice

8. Check Patient and Recipient/Referrer Information

With the 'Patient Information' and 'Recipient/Referrer' tabs, you simply need to ensure that the information displayed is up-to-date and correct. If a piece of required information is incorrect you will see the validation symbol displayed on the tab. To complete it, just click on the tab and fill in the required field.

8

The screenshot shows the 'NSW Fitness to Drive Medical Assessment' form with the 'Patient Information' tab selected. The form includes fields for Medicare number, Date of birth (01/06/1980), Pension number, Name (Systest Systest), Residential Address (1 Test Street, Sydney, NSW, 2000), Postal Address (1 Test Street, Sydney, NSW, 2000), and Contact Details (No contact details specified). A red triangle icon is visible next to the 'Patient Information' tab header.



The screenshot shows the 'NSW Fitness to Drive Medical Assessment' form with the 'Medical Practitioner Information' tab selected. The form includes fields for Medicare Provider Number (0000000Y), Medical Registration Number, Name (Dr Best Practice), Full name (Best Practice), Practice name (HealthLink Townsville), Practice Address (4 69 Eyre Street, Suite, North Ward, QLD, 4810), Practice telephone (0744015650), Practice fax, Email (register@healthlink.net), and EDI (hkbpuat).

Digital Fitness to Drive Medical Assessment

Quick Start Guide: Best Practice

9. Preview the form

Upon form completion, click 'Preview' to verify that the form has been completed correctly. It will highlight which tab and which fields are incomplete.

9

The screenshot shows the 'Medical Assessment' section with a red error banner. The banner lists the following errors:

- Is the patient compliant with medication? is a required field
- Recommended reduction in dosage of anti-epileptic medication in a patient who satisfies the standard to hold a conditional licence? is a required field
- Planned withdrawal of one or more anti-epileptic medications in a patient who satisfies the standard to hold a conditional licence? is a required field
- Has there been a seizure in the last 12 months? is a required field
- Has the epilepsy been treated with surgery? is a required field

The 'EPILEPSY' section contains the following questions and options:

- Does the patient have epilepsy? Yes No
- Has there been a seizure in the last 12 months? Yes No
- Has the epilepsy been treated with surgery? Yes No
- Is the patient compliant with medication? Yes No Not treated with epilepsy medication
- Planned withdrawal of one or more anti-epileptic medications in a patient who satisfies the standard to hold a conditional licence? Yes No
- Recommended reduction in dosage of anti-epileptic medication in a patient who satisfies the standard to hold a conditional licence? Yes No
- Date medication ceased or reduced (if applicable)

10. Submit the form

When you are ready to send the form, click 'Submit'.

10

The screenshot shows the top navigation bar with the 'Submit' button highlighted in red. Other buttons include 'Preview', 'Park', and 'Help'.

Once submitted, you will receive a real time instant response that can be shared with your patient confirming the submission has been securely transmitted and received by Transport for NSW. A copy of the completed submission will be stored in your patient record for future reference and review. If required you can print a copy by clicking the 'Print' button

The screenshot shows the 'Assessment Summary' page with the following content:

Referral Sent and Acknowledged on 21/04/2020 17:49 NZST

Assessment Summary

Report has been forwarded to Transport for NSW for processing.

For any enquires please contact Service NSW on 132213

[Print](#)

The responsibility for issuing, renewing (or refusing to issue or renew), suspending or cancelling a person's licence (including conditional licence) lies with Transport for NSW. Licensing decisions are based on a full consideration of relevant factors relating to health and driving performance. The medical assessment information captured below will be reviewed by Transport for NSW who will issue a letter if further medical information is required or based on the medical information captured below it is determined that you do not meet the medical standards to hold a driver licence or public passenger driver authority.

Privacy Statement

Your personal and health information collected in this form will be held by Transport for NSW at 20-44 Ennis Road, Milsions Point NSW 2061. You may request access to and / or correction of this information. Your personal and health information is being collected and will be retained and used for the purpose of verifying your fitness to drive and to hold a driver licence or public passenger driver authority. You are required to provide this information under Road Transport and Passenger Transport legislation. Failure to do so may result in your driver licence or public passenger driver authority being refused, suspended or cancelled, or conditions being placed on them. The health information which Transport for NSW collects may be used to determine your medical fitness to hold a driver licence (or type of driver licence, including any endorsements or conditions therein) or public passenger driver authority, and if you hold a Mobility Parking Scheme permit (MPS permit) to determine your eligibility to hold an MPS permit. Your personal and health information held by Transport for NSW may be disclosed in order to verify it to any medical practitioner in respect of ascertaining or reviewing your fitness to drive or to hold a driver licence, in respect of a motor accident or other litigation enquiries and to other transport regulators, driver licensing and vehicle registration agencies. If your application relates to a public passenger driver authority we may also disclose your personal information or health information where relevant to accredited operators, networks, booking or rideshare service providers under the Passenger Transport Act 2014 (or other related legislation) and also to Transport for NSW in connection with the administration of any such legislation. Otherwise it will not be disclosed unless permitted by law.

NSW Fitness to Drive Medical Assessment

Digital Fitness to Drive Medical Assessment

Quick Start Guide: Best Practice

Hints and tips

Additional Help: You can find help for specific questions on the form by clicking on the icon next to the relevant question. For details about the purpose of the form and other Fitness to Drive related information, go to the 'Help' menu and click on the link provided.

Park the form: If you're in the middle of completing the form and you need to do something else, you can 'Park' the form to save what you've currently done so far. Just click on the 'Park' button and close the form.

The screenshot shows the 'VISION' section of the medical assessment form. It includes a question: "Does the patient have a vision or eye disorder?" with a radio button for "Yes" selected. Below this is a note: "An Optometrist or Ophthalmologist will need to complete this section." and a prompt: "Please select the relevant condition(s):". A list of conditions is provided with checkboxes: Cataracts, Diabetic retinopathy, Diplopia/Double vision (with an information icon), Glaucoma, and Other - please provide details. An information popup is open over the "Diplopia/Double vision" option, asking: "Does the patient experience any diplopia (other than physiological diplopia) when fixating objects within the central 20 degrees of the primary direction of gaze?" with an "Ok" button. At the bottom right, there are buttons for "Submit", "Preview", "Park", and "Help". A tooltip is visible over the "Park" button, showing "Fitness to Drive Guidelines Ctrl+Alt+1" and "Assessing Fitness to Drive Ctrl+Alt+2".

This screenshot shows the same form as above, but with the "Park" button highlighted with a green box. The "VISION" section is partially visible, showing the question "Does the patient have a vision or eye disorder?" with radio buttons for "Yes" and "No". The "Park" button is highlighted with a green box, and the "Help" button is visible to its right. The HL logo is in the top right corner.

Digital Fitness to Drive Medical Assessment

Quick Start Guide: Best Practice

Hints and tips

Access parked NSW Fitness to Drive Medical Assessment: To access a parked form from the patient's record, select 'HealthLink Forms' under the 'View' menu. From the available listing, double-click on the form you would like to open.

Created Date	Patient	Subject	Provider	Addressee	Location	Status	Mess
15/11/2016	Brian Edward Tan BLOOMFIELD	Roads and Maritime Services	Dr Andrew Dunn	nswrmsma	Milestone Family Practice	Parked	RMS-114

Access submitted NSW Fitness to Drive Medical Assessment: A copy of the NSW Fitness to Drive Medical Assessment submitted for the patient can be found in the 'Correspondence Out' section of the medical record.

Mr David Anderson

Name: David Anderson, D.O.B.: 04/01/1955, Age: 65 ym, Sex: Male, Height: 1h 6m 45a, Weight: 75kg, Ethnicity: Non Aboriginal/Torres Strait Islander

Address: 61 Wallace Street, Bundaberg 4670, Phone: (07) 54545454, Medicare No: 628253443-1, Record No.: 401234567

Occupation: Retired, Tobacco: Smokes 5, Alcohol: Light, Exercise: Not Recorded

Correspondence Out

- 17/11/2019 AT1 Referral Form - Healthy Sit
- 21/02/2019 Dr Jason Kaplan - EReferral
- 17/04/2019 aashofcda - Eastern Health Referral
- 23/04/2019 aashofcda - ACT Health
- 10/05/2019 Dr Natalie Seddon - Specialist referral
- 10/05/2019 Specialist referral
- 04/06/2019 aashofcda - Austin Health Referral
- 06/06/2019 aashofcda - Request for ACT Approval to Pres
- 27/09/2019 aashofcda - Request for ACT Approval to Pres
- 23/10/2019 aashofcda - Eastern Health Referral
- 03/12/2019 p1aashofcda - Primary Health Tasmania Hospitals
- 03/12/2019 p1aashofcda - Primary Health Tasmania Hospitals
- 04/12/2019 p1aashofcda - Primary Health Tasmania Hospitals

Referral Sent and Acknowledged on 06/06/2019 10:14 NZST

The responsibility for issuing, renewing, suspending or cancelling a person's licence (including conditional licences) lies with Roads and Maritime. Licensing decisions are based on a full consideration of relevant factors relating to health and driving performance.

The medical assessment information captured below will be reviewed by Roads and Maritime who will issue a letter if further medical information is required or based on the medical information captured below it is determined that you do not meet the medical standards to hold a driver licence.

Privacy Statement

Your personal and health information collected in this form will be held by Roads and Maritime Services and you may contact Roads and Maritime at <http://www.rms.nsw.gov.au> to request access to and/or correction of this information. Your personal and health information is being collected and will be retained and used for the purpose of verifying your fitness to drive and to hold a driver licence. You are required to provide this information under road transport legislation. Failure to do so may result in your driver licence being refused, suspended or cancelled. Where you hold a Special Purpose Licence (SPL) or a Special Purpose Licence (SPL) with a Medical Report provided, may be used for the purpose of verifying your eligibility to hold an SPL permit and may result in the cancellation of your current SPL permit or a refusal to renew your SPL permit. Your personal and health information held by Roads and Maritime may be disclosed in order to verify it and to any medical practitioner in respect of ascertaining or reviewing your fitness to drive or to hold a driver licence. Otherwise it will not be disclosed unless permitted by law.

NSW Fitness to Drive Medical Assessment

Transport
Roads & Maritime
Services

Patient: David Anderson, 64yrs, Medicare number 6282534431, DOB 04/01/1955
Residential address: 61 Wallace Street, Bundaberg, QLD 4670
Postal address: same as residential address

Transport for NSW is using HealthLink SmartForm technology to help you get on with your passion for providing quality healthcare that makes a difference.

Now, more than 400,000 patients within NSW will no longer need to visit a Service NSW centre to hand in a paper medical form. For your patient, a real time instant response confirming their medical assessment has been securely transmitted to Transport will provide peace of mind. For you, this means faster case reviews, less delay, and more time to get on with what you do best.

**For all queries, please call the HealthLink Customer Support
Monday to Friday (except public holidays) 8am- 6pm
Email - helpdesk@healthlink.net Phone - 1800 125 036**



Customer Feedback
Transport NSW
Locked Bag 928
North Sydney 2059
www.transport.nsw.gov.au



Customer Support HealthLink
au.healthlink.net
helpdesk@healthlink.net