



# **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 an 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

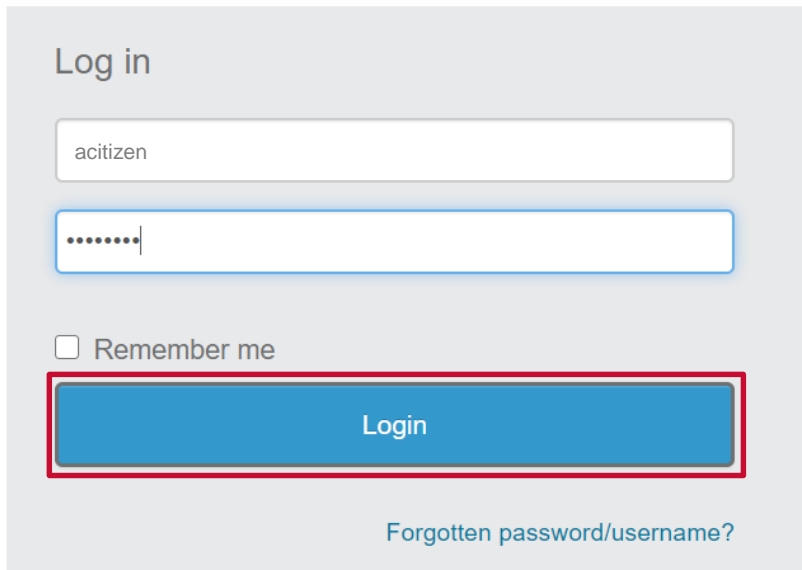
For more details on where to find the online form within the EMR system, please refer to the applicable Quick Start guide for your EMR system which can be found at <https://au.healthlink.net/knowledge-base/>.

## 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://my.healthlinkportal.net>. Log-in using your account username and password.



Log in

acitizen

.....

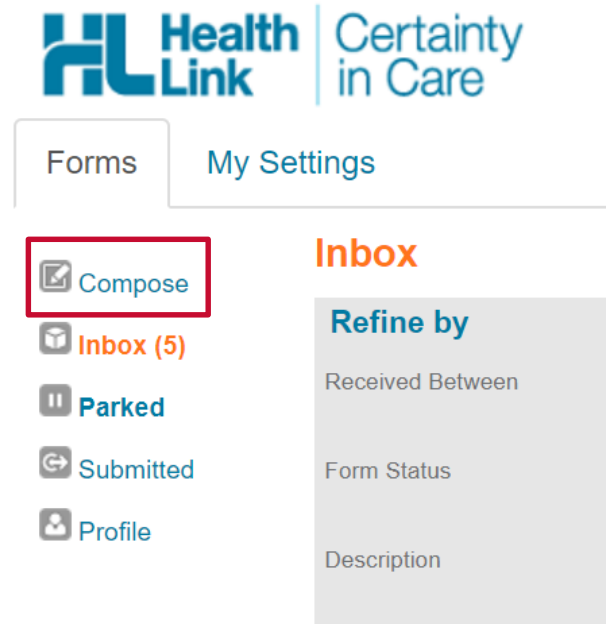
Remember me

Login

[Forgotten password/username?](#)

## 3. HealthLink Portal Homepage

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



Health Link | Certainty in Care

Forms My Settings

Compose

Inbox (5)

Parked

Submitted

Profile

Inbox

Refine by

Received Between

Form Status

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.

**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"/>

[Cancel](#)

## 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 provided a brief description about the form's primary use.

NSW GOVERNMENT | Transport for NSW

HL

Continue

NSW Fitness to Drive Medical Assessment

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

For use primarily by **General Practitioners** when completing patient's requested periodic medical review or to inform the licensing authority of any changes to a patient's medical condition/s

INFORMATION FOR HEALTH PROFESSIONALS

requests that this licence holder submits to a NSW Fitness assessment, in order to apply for or maintain a NSW driver licence or public passenger vehicle driver.

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](http://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. All drivers aged 75 years and above require an annual medical assessment and an eyesight review to retain their licence.

In accordance with the Assessing Fitness to Drive Standards all commercial vehicle driver licence holders require a specialist opinion for any serious medical condition. 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 (refer part A:3 on page 15 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.

## 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

▼ 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.

## 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.

▼ Driver Licence Verification

Driver licence number  Customer number

Driver licence number\*  Patient surname

Patient consent obtained\*  Date of birth

**Current medical assessment information**

Name  Address

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.

## 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.

**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

Does the patient have any end organ effects that may impact safe driving?\*   Yes  No


**EPILEPSY**

Does the patient have epilepsy?\*   Yes  No

**NEUROLOGICAL CONDITION**

Does the patient have vestibular, neurological or other neurodevelopmental disorders?\*   Yes  No

**SLEEP DISORDER**

Does the patient have sleep apnoea or narcolepsy?\*   Yes  No


Please select the relevant condition(s): \*


Narcolepsy

Sleep Apnoea

Is the condition well controlled?\*  Yes  No

Does the patient need to be referred to a specialist for further review?\*  Yes  No

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

Information 

Please refer to [Assessing Fitness to Drive](#) Standards.

Ok



# 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?\* **i**

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? **i**

## 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).

Medical Assessment  
Licence class: C  
Medical standard: Private

Form has been auto-saved.

Attachments / Reports  
No reports selected  
No files attached

Diagnostic Reports / Patient Documents

Browse for Patient Document

Browse for Local File

Attach file from Computer supports files that end in types: doc, docx, jpeg, jpg, pdf, rtf, tif, tiff, txt

Patient Information  
Seven Systest  
No patient ID available  
07/07/1985

- 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
<input checked="" type="checkbox"/>	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.



- 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:

- 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](http://www.austroads.com.au).

### SLEEP DISORDER

Does the patient have sleep apnoea or narcolepsy? 

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.

[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**

- Compose
- Inbox (5)
- Parked
- Submitted**
- Profile

### Submitted Forms List

**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

# 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.

The screenshot shows the 'Submitted Forms List' interface. On the left, there is a navigation menu with options: Compose, Inbox (5), Parked, Submitted (highlighted with a red box), and Profile. The main content area is titled 'Submitted Forms List' and features a 'Refine by' section with the following filters:

- Submitted Between: enter date and enter date
- Form Type: all
- Ref ID: enter reference ID
- Description: enter description details
- Patient's Name: enter first and/or last name
- Patient's ID: medical identifier

There is a 'Search' button and a 'reset' link. Below the filters, it says 'Click on the row to view the record' and 'Items per page 10'. The page indicates 'Page 1 of 2 - 14 records'. The table below shows one record:

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



## 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 ▾



## 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.