



Digital Fitness to Drive Medical Assessment SmartForm Quick Start Guide

MedicalDirector 3.16 and higher

Digital Fitness to Drive Medical Assessment

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1. Open the patient record

Search for the patient and open their electronic medical record.

1

Name	Age	Gender	Chart Number	Address	Phone Number
Rekha, Fiji	50yrs	M		12, Bilabong Street, Lawson 2617	0262899049 (Home)
Rekkaal, Maureen	70yrs	F		314 Hope Street, Bundaberg 4670	

2. Launch Healthlink Homepage

Select the 'HealthLink' tab and click on the 'New Form' option to open the HealthLink homepage.

2

56 of 56 Records

Date Created	Form Status	Message ID	Type	Subject	Description	Recipient	Sender
21/04/2020 5:40:13 p.m.	Submitted	RMS-0418		Roade and Maritime Services	NSW Fitness to	NSW Fitness to Drive Medical A...	nsmaasms

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3. Launch the service landing page of Transport for NSW

Under Referred Services you will see a list of the HealthLink SmartForms 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 of the forms purpose. 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

HL HealthLink Certainty in Care
1900 125 036 (AUS)
helpdesk@healthlink.net Contact Us

Make a referral Update referral

Search a Private Specialist or Allied Health Provider to Refer Patient

SR Specialists & Referrals For Private Specialist Referrals

Referred Services

- Australian Hearing Medical Certificate
- Chris O'Brien Lifeline Services
- Northern NSW Local Health District services
- Sydney Local Health District Services
- ccCHIP - Cardiometabolic Health in Psychosis
My Anest Care Referral
Transport for NSW

Version Information Powered by Healthlink

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NSW 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

INFORMATION FOR HEALTH PROFESSIONALS

Transport for NSW requests that this licence holder submits to a NSW Fitness to Drive Medical Assessment, in order to apply for or maintain a NSW driver licence, or to be a public passenger vehicle driver.

The medical 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

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5. Validate licence details

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.

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The screenshot shows the 'NSW Fitness to Drive Medical Assessment' form. The 'Medical Assessment' tab is active, displaying a list of assessment types: Medical Condition Notification, Vision or Eye Disorder Medical Assessment, Specialist Medical Assessment, and Occupational Therapy Driver Assessment. On the right, there is a section titled 'INFORMATION FOR HEALTH PROFESSIONALS' with text explaining the purpose of the assessment and providing a link to the 'Assessing Fitness to Drive Standards'.



The screenshot shows the 'Driver Licence Verification' section of the form. It includes fields for 'Driver licence number' (3792KQ), 'Patient surname' (REKKAS), and 'Date of birth' (23/02/1944). There is a checked box for 'Patient consent obtained' and a 'Validate / Retrieve' button. Below this, the 'Current medical assessment information' section is visible, including fields for 'Name' (MR Daniel Thomas REKKAS), 'Address' (88 APOPHIS BOULEVARD SEVEN HILLS NSW 2147), 'Licence number' (3792KQ), 'Licence class' (C), 'Field of practice*' (General Practitioner), 'Medical standard*' (Private), and 'Assessing medical standard*' (Private). A blue information icon is present with the text 'Consider the nature of the driving task when performing this assessment.' and a 'Continue with Medical Assessment' button at the bottom.

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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.

Once you have selected your recommendations, ensure you confirm that the declaration section has been read and accepted.

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The screenshot displays a multi-step medical assessment form. The first section, 'VISION', includes questions about current vision disorders and visual acuity (Right, Left, Together) for uncorrected and corrected eyes. The second section, 'CARDIOVASCULAR DISEASE', asks about cardiovascular conditions. The third section, 'DIABETES', asks about diabetes and medication compliance. The fourth section, 'RECOMMENDATIONS', includes options for meeting medical criteria, review period, and licence conditions. The final section, 'DECLARATION', includes a checkbox for 'Applicant declaration read and accepted'. Blue arrows indicate the flow from the VISION section to the DIABETES section, and then to the RECOMMENDATIONS section.

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*

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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 Medical Director 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.

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Date	Name	Comments	Type	Size
21/04/2020	AduroForm.html	NSW Fitness to Drive Medical Assessment	html	47 KB
20/04/2020	AduroForm.html	Eastern Health Referral Form	html	27 KB
30/03/2020	AduroForm.html	Primary Health Tasmania Addendum Form	html	46 KB
30/03/2020	AduroForm.html	Primary Health Tasmania Hospitals	html	33 KB
30/03/2020	AduroForm.html	Primary Health Tasmania Hospitals	html	30 KB
19/03/2020	AduroForm.html	ACT Health	html	30 KB
05/03/2020	Test PDF.pdf		pdf	1,074 KB

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.

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Attachments / Reports
No reports selected
No files attached

Patient Information
Maureen Rekkas
22947241715
236021944

Recipient / Referrer
Medical Director
3340332Y

Attachments / Reports
No reports selected
No files attached

Patient Information
Maureen Rekkas
22947241715
236021944

Recipient / Referrer
Medical Director
3340332Y

Medical Practitioner Information
Medical Registration Number
3340332Y

Medical Director
Full name
Dr Medical Director

Practice name
Healthlink (Marketplace Partner)

Practice Address
Healthlink Test Environment, North Ward, QLD, 4810

Practice telephone*
0744015650

Practice fax

Email*
rh_sun@hst.com

EDP*
Individual

Medicare number
22947241715

Date of birth*
23/02/1944

Pension number
561-388-922-HL

Name*
Maureen Rekkas

Residential Address
314 Hope Street, Bundaberg, QLD, 4670

Postal Address
Same as residential
Yes

Contact Details (Select preferred phone contact)
Mob 0417728660

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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.

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The screenshot shows the 'Medical Assessment' form 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

Below the errors, 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'.

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The screenshot shows the top navigation bar of the form. The 'Submit' button is highlighted with a red box, indicating it is the next step in the process.

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. It includes the following information:

- 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
- 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 enquires 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
- Patient: Maureen Rekkas, 76yrs, Medicare number 22947241715, DOB 23/02/1944, PH: Mob 0417728660
- Residential address: 314 Hope Street, Bundaberg, QLD 4670
- Postal address: same as residential address
- Referred by: Medical Director, Healthlink (Marketplace Partner), Prov. No. 3340332Y, PH 0744015650
- Referral date: 21/04/2020 17:49 NZST

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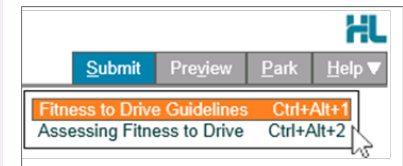
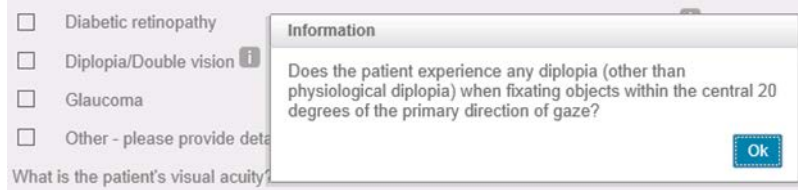
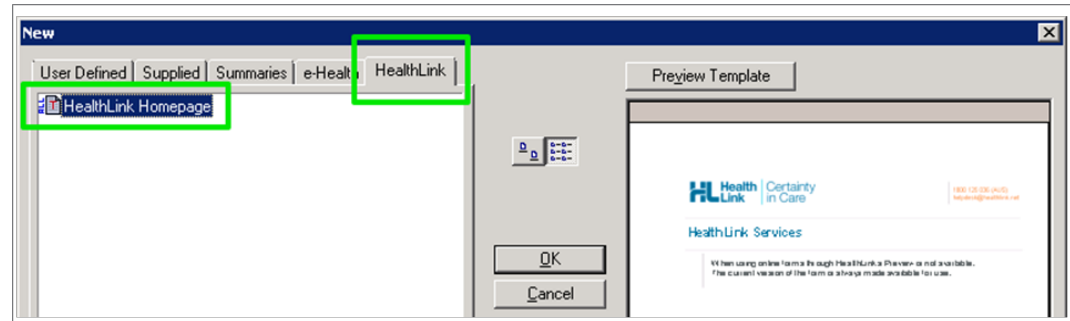
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Hints and tips

Alternate way of opening the form: Open the Medical Director Letter Writer by clicking on the 'Letter Writer' icon or by pressing F8 on the keyboard. Click on the 'New Letter' icon, select the 'HealthLink' tab and click on the 'OK' button.

Additional Help: Help for specific questions on the form can be found by clicking on the icon next to 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 done so far. Just click on the 'Park' button and close the form.



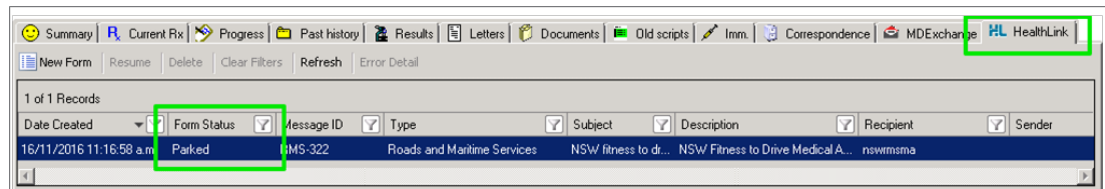
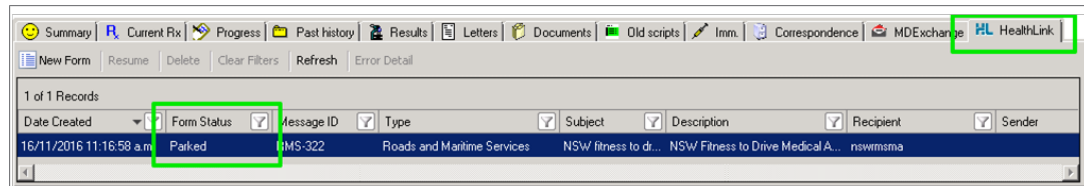
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Hints and tips

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

Access submitted NSW Fitness to Drive Medical Assessment: A copy of the NSW Digital Fitness to Drive Medical Assessment submitted for the patient can be found by clicking on the 'HealthLink' tab. From the available listing, double-click on the submitted form you would like to open.



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
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