Digital Fitness to Drive
Medical Assessment
SmartForm Quick Start Guide
MyHealthLink Portal

https://auportal.healthlink.net/hlkportal/login
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Quick Start Guide: MyHealthLink Portal

1. Login to MyHealthLink Portal
   In your web browser, go to https://auportal.healthlink.net/hlkportal/login and log-in using your account username and password.

2. Launch Healthlink Homepage
   Click on ‘Compose’ to open the HealthLink homepage.
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.

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.
4. Complete the Patient Details page

The Patient Details page will be presented requiring you to input patient information that is relevant to the form. Ensure you have entered the required fields. Click on ‘Next’.
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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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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7. Attach supporting documents

The 'Attachments/Reports' tab will allow you to add any supporting documents that you may wish to attach to the form. Click the 'Browse for Local File' button to attach supporting documents from your computer. Please note that supporting documentation must not exceed 4Mb in total.

Click the 'Choose file' button and then browse to where the file is stored on your computer. Once you have chosen your file click the upload button to attach it to the assessment form.
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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9. Preview the form
Upon form completion, click 'Preview' to verify that the form has been completed correctly. This will highlight which tab and which fields are incomplete.

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

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.
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**Hints and tips**

**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 your progress. 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 previously parked form click on the parked section of the portal menu on the left. From the available listing, click on the form you would like to open.

Access submitted NSW Fitness to Drive Medical Assessment: A copy of submitted NSW Fitness to Drive Medical Assessment forms can be found by selecting the 'Submitted' section. Click on the required form to open it.
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