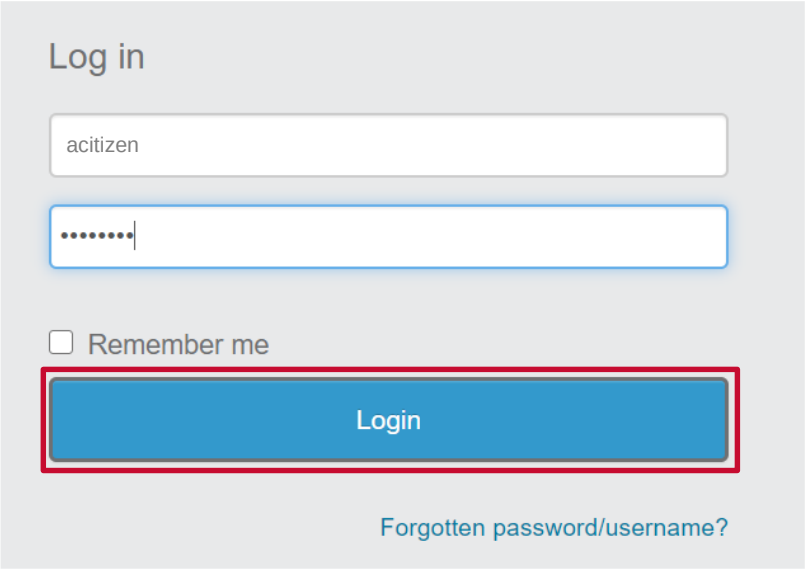
Quick Reference Guide

Online Optometrist/Ophthalmologist Form

Transport for NSW

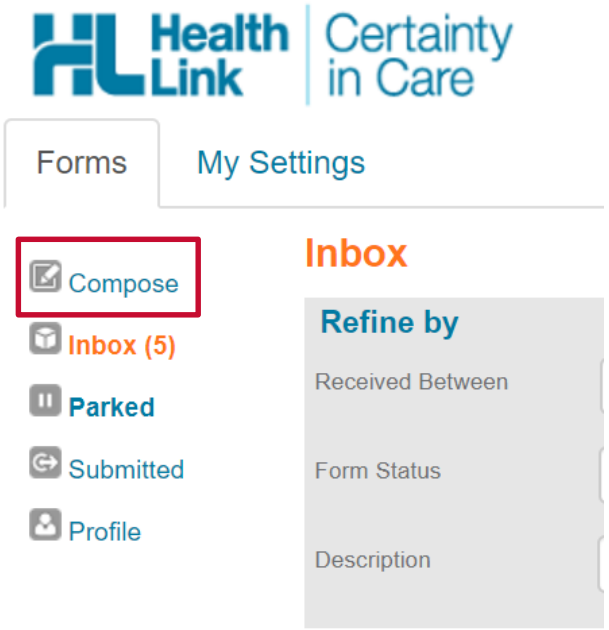
1. Log in to MyHealthLink Portal

In your preferred web browser go to https://my.healthlinkportal.net. Log-in using your account username and password.



2. HealthLink Portal Homepage

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



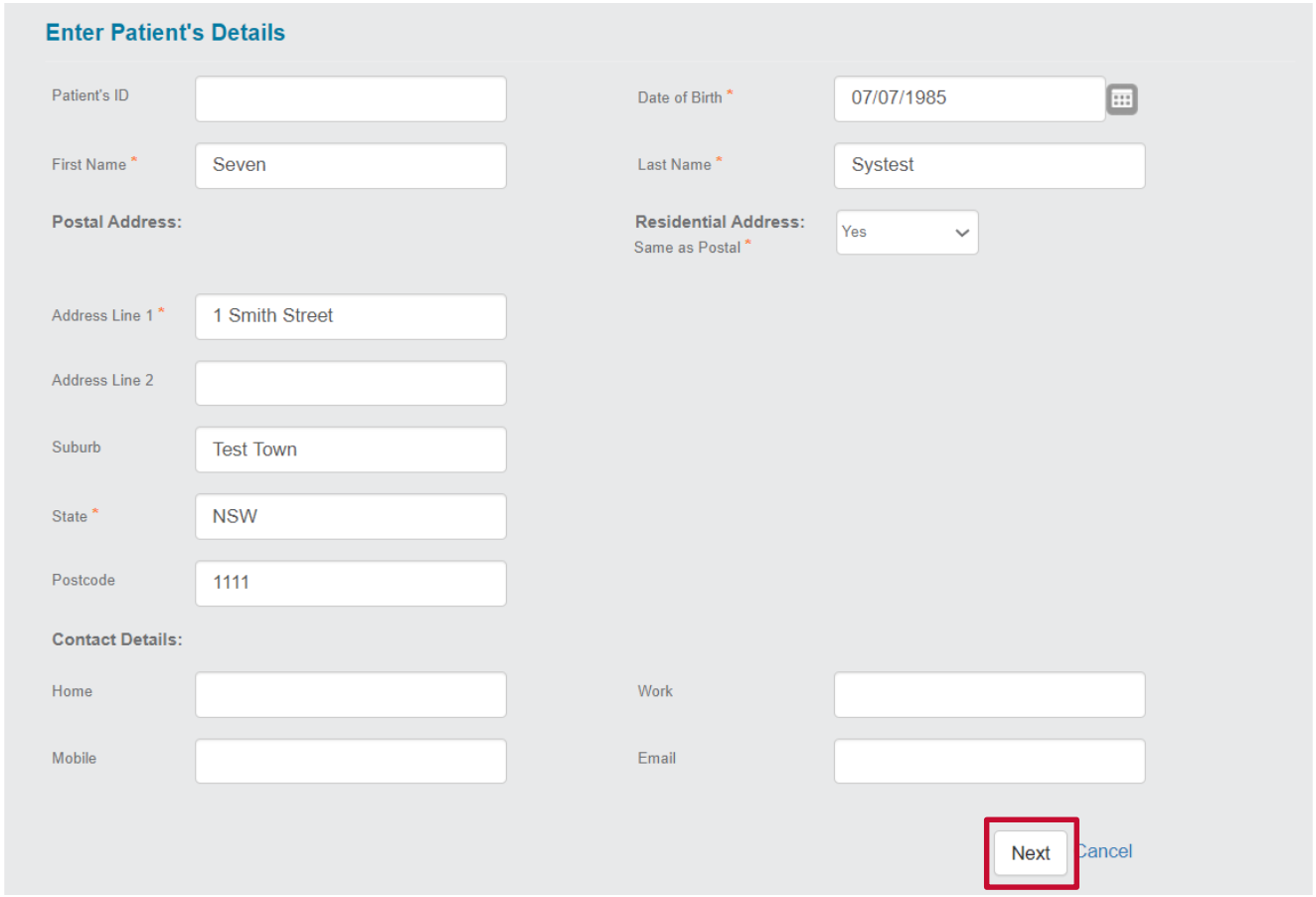
3. Services Landing Page

Select Transport for NSW

4. Patient Details

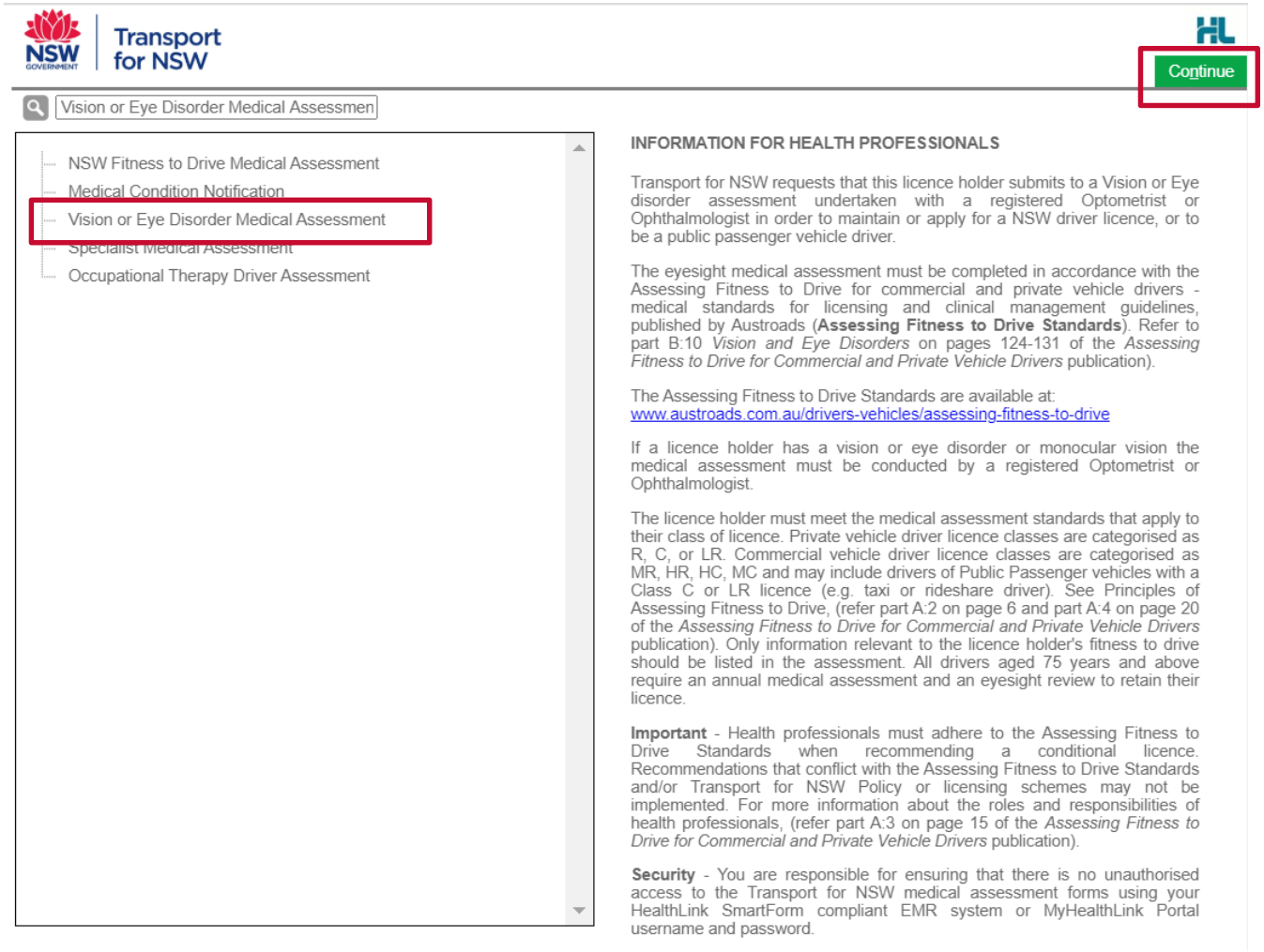
Enter all of the patient's details in the fields provided and select '**Next**'. Anything that is marked with a * is a mandatory field.

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.



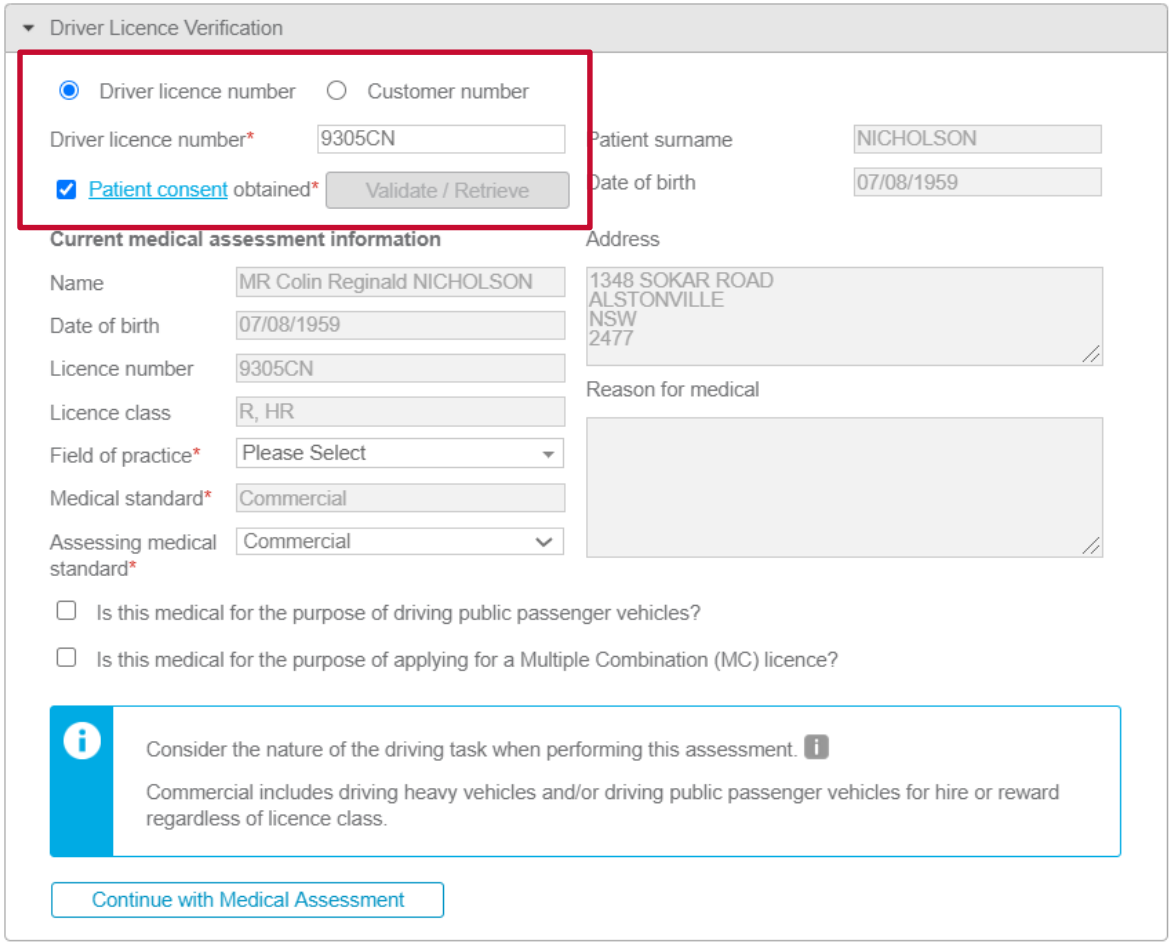
5. Form Selection

From the list of forms, select **‘Vision or Eye Disorder Medical Assessment’** then click the green continue button.



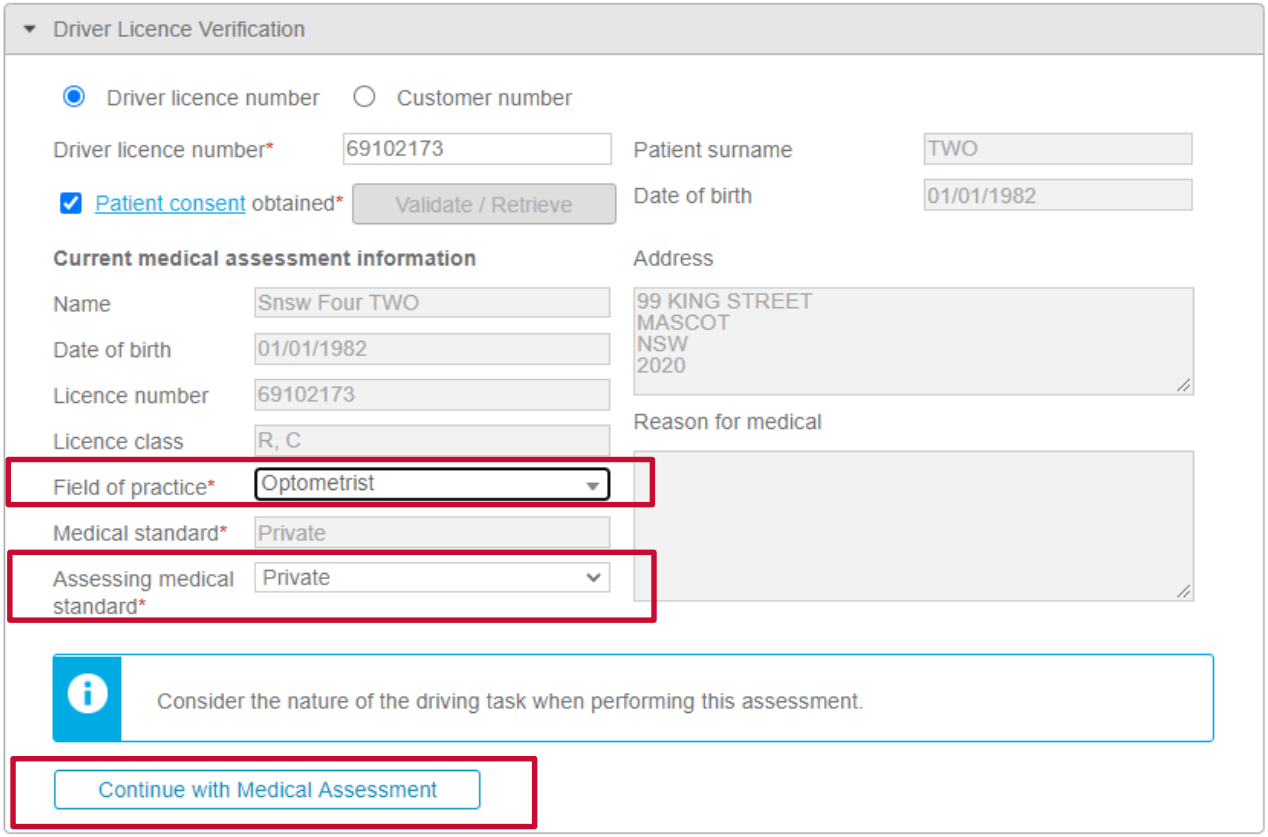
6. Driver Licence Verification

- Select and enter either a valid NSW '**Driver Licence**' or '**Customer number**'.
- Tick '**Patient Consent obtained**'.
- Click '**Validate/Retrieve**' to confirm the patient's details with Transport for NSW.



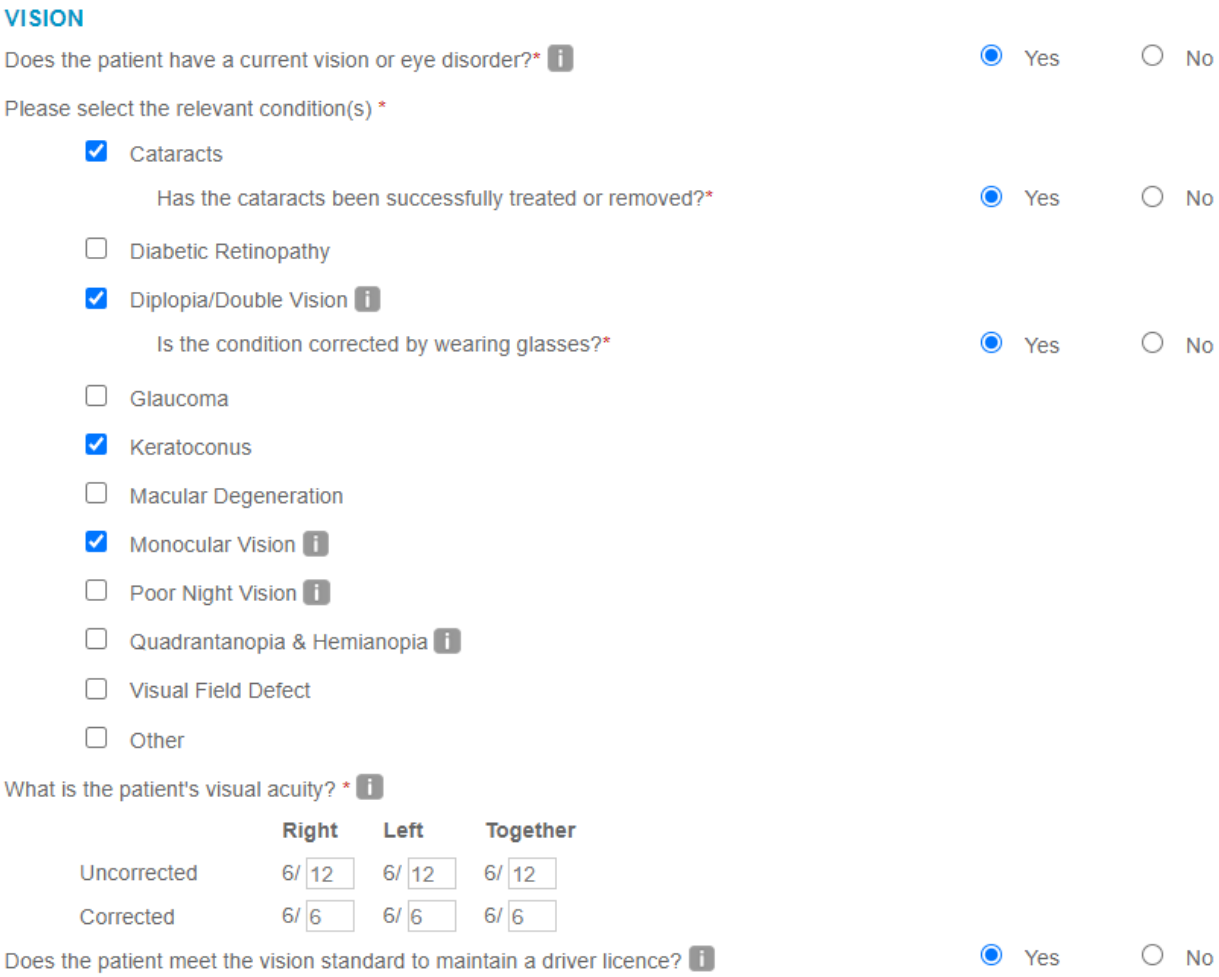
7. Driver Licence Verification Continued

- **‘Field of practice**’ – Please select your specialist type:
  - Optometrist
  - Ophthalmologist
- **‘Assessing Medical Standard’** can be changed, however it will pre-populate with the medical standard on Transport for NSW records that the customer holds.
- Select ‘**Continue with Medical Assessment**’ to proceed.



8. 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.



VISION

Does the patient have a current vision or eye disorder?* (i) (•) Yes ( ) No

Please select the relevant condition(s) *

- [x] Cataracts
  - Has the cataracts been successfully treated or removed?* (•) Yes ( ) No
- [ ] Diabetic Retinopathy
- [x] Diplopia/Double Vision (i)
  - Is the condition corrected by wearing glasses?* (•) Yes ( ) No
- [ ] Glaucoma
- [x] Keratoconus
- [ ] Macular Degeneration
- [x] Monocular Vision (i)
- [ ] Poor Night Vision (i)
- [ ] Quadrantanopia & Hemianopia (i)
- [ ] Visual Field Defect
- [ ] Other

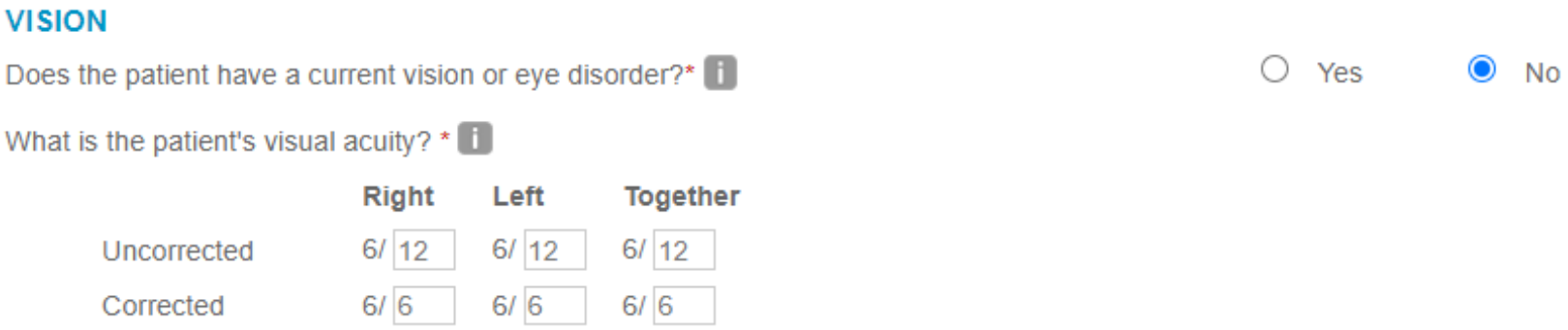
What is the patient's visual acuity? * (i)

	Right	Left	Together
Uncorrected	6/ 12	6/ 12	6/ 12
Corrected	6/ 6	6/ 6	6/ 6

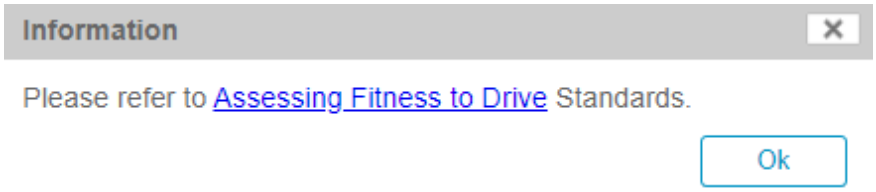
Does the patient meet the vision standard to maintain a driver licence? (i) (•) Yes ( ) No

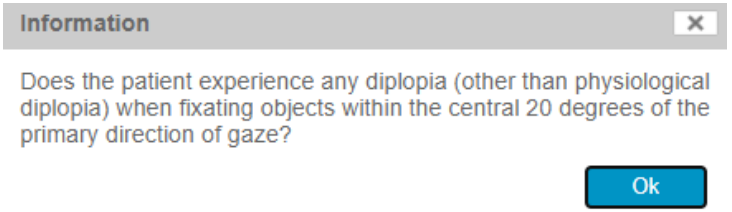
9. Completing the Form Continued

- If the patient does not have a **current** vision or eye disorder, select ‘No’ to the first question and provide patients visual acuity.



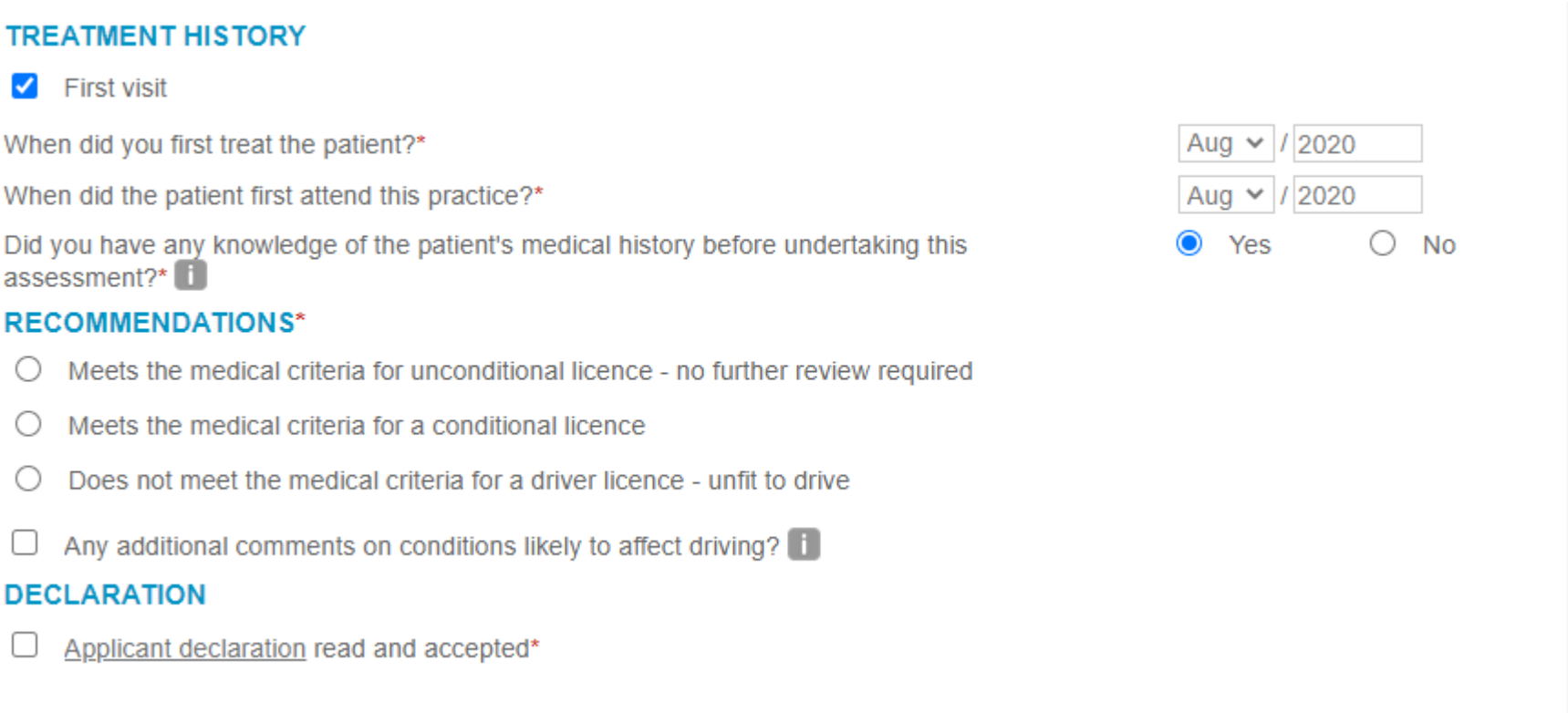
- If you click on the icons, you will be provided with a link to the ‘Assessing Fitness to Drive’ standards or helpful information about individual conditions.





10. Treatment History

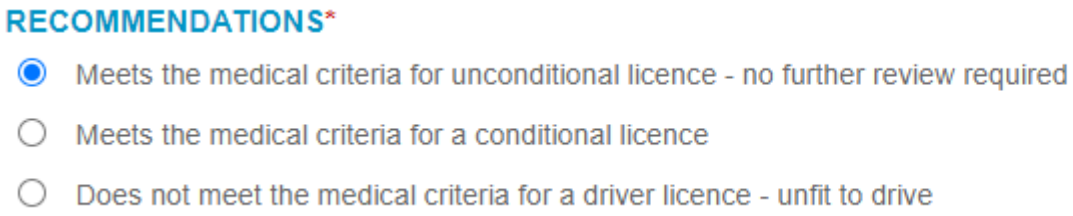
There are fields to provide Transport for NSW with information about how long you have been treating the patient.



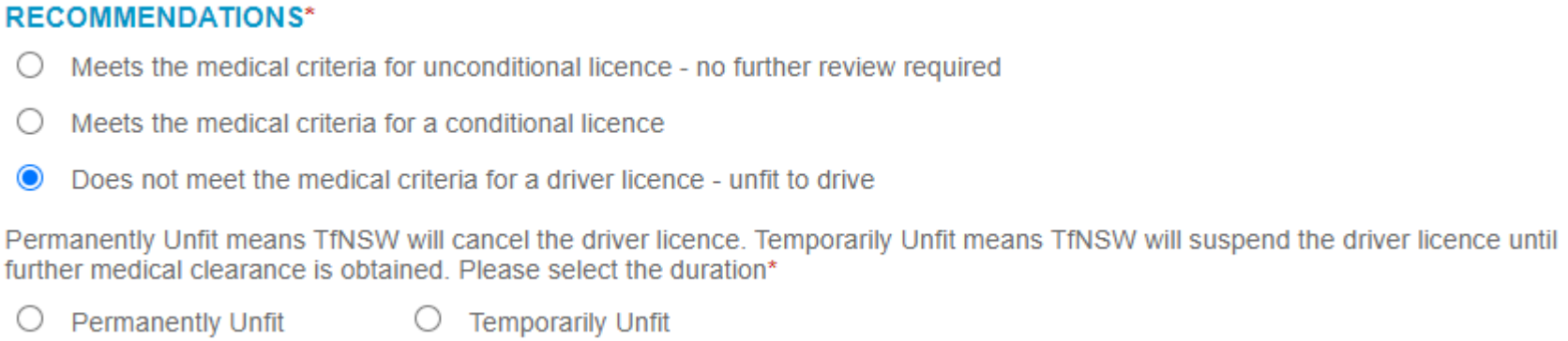
11. Recommendations

The Recommendations section provides **3 options** for you to provide your professional opinion about the patient's 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.*

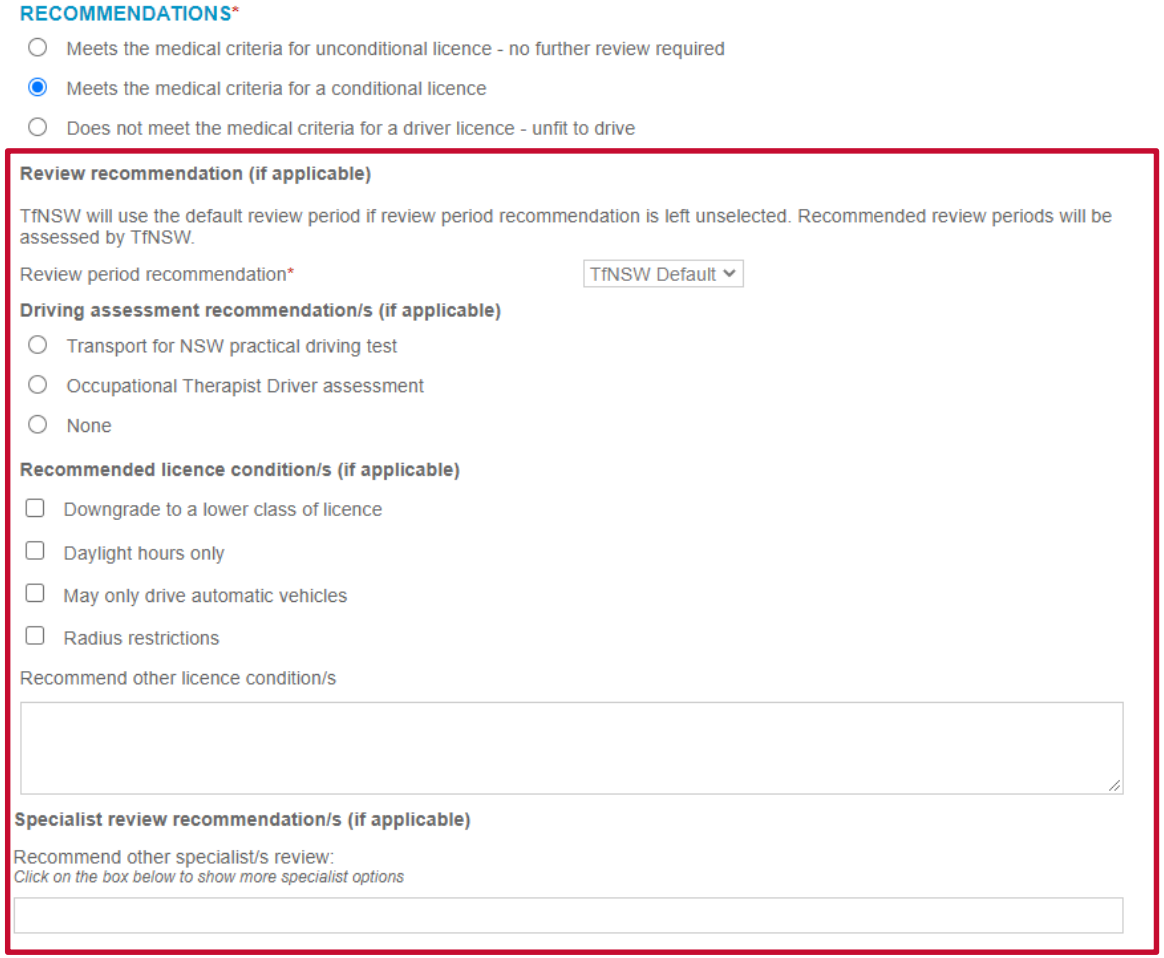


- Does not meet the medical criteria for a driver licence – unfit to drive. *To be used when your patient is temporarily unfit or permanently unfit to continue driving.*



12. Recommendations Continued

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



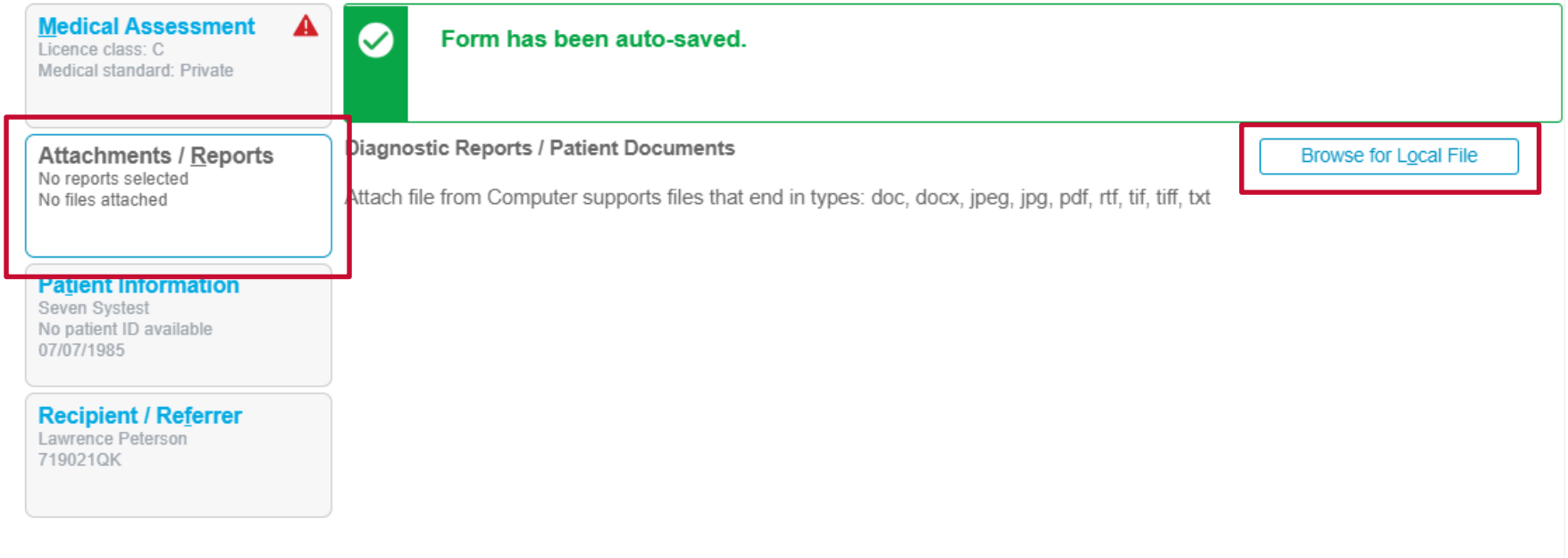
Important Note: Please only select **applicable** additional information in this section. Only fields marked with a * are mandatory.

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**'.



14. Attaching a Report Continued

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

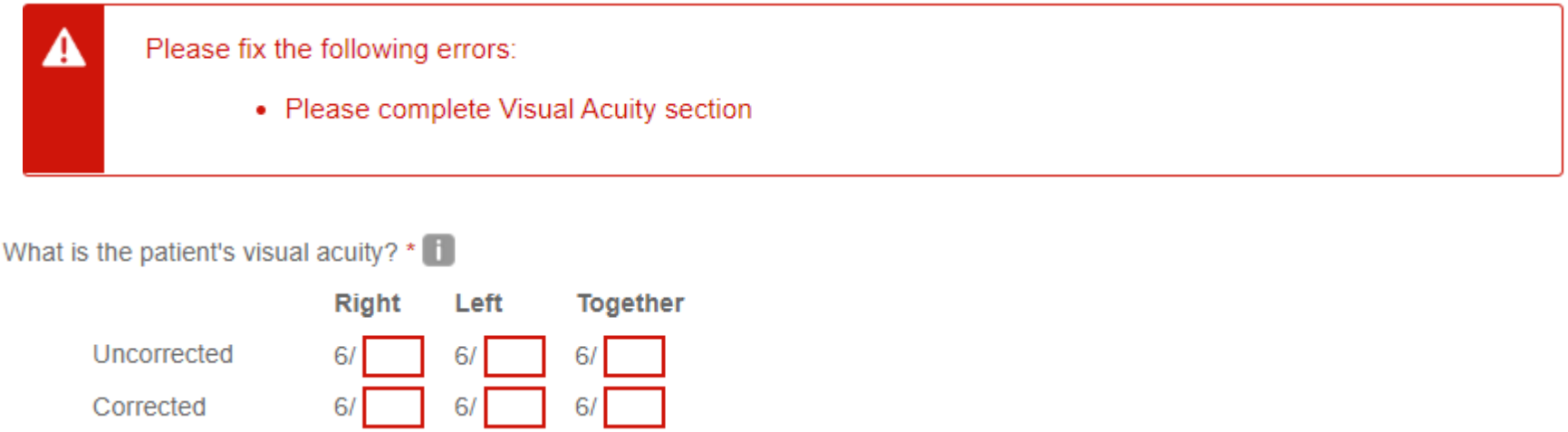
Local File Attachments

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

15. 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 received a message asking you to fix them before submitting the form



16. Submitting a Completed Form Continued

- 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

- Based 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)

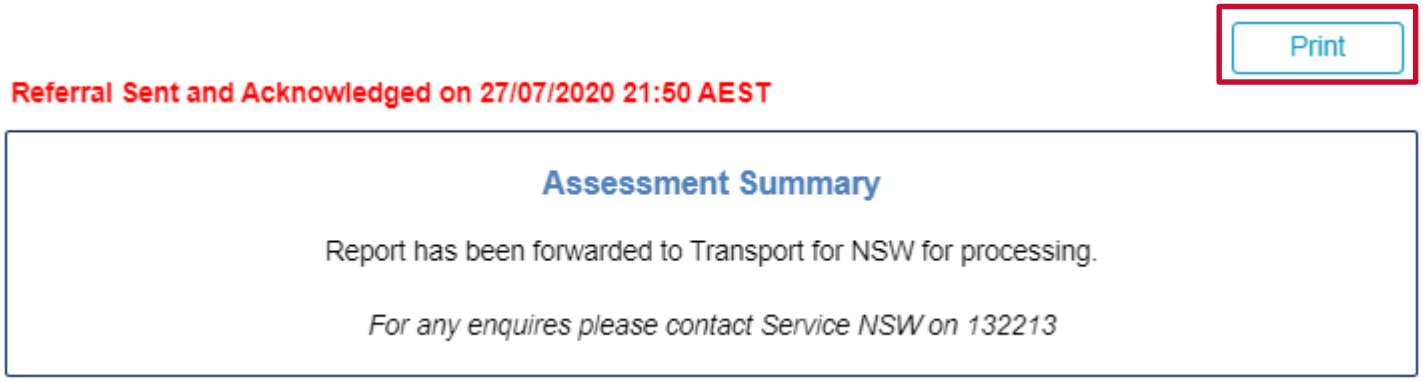
Specialist Assessments:

- Ophthalmologist Assessment

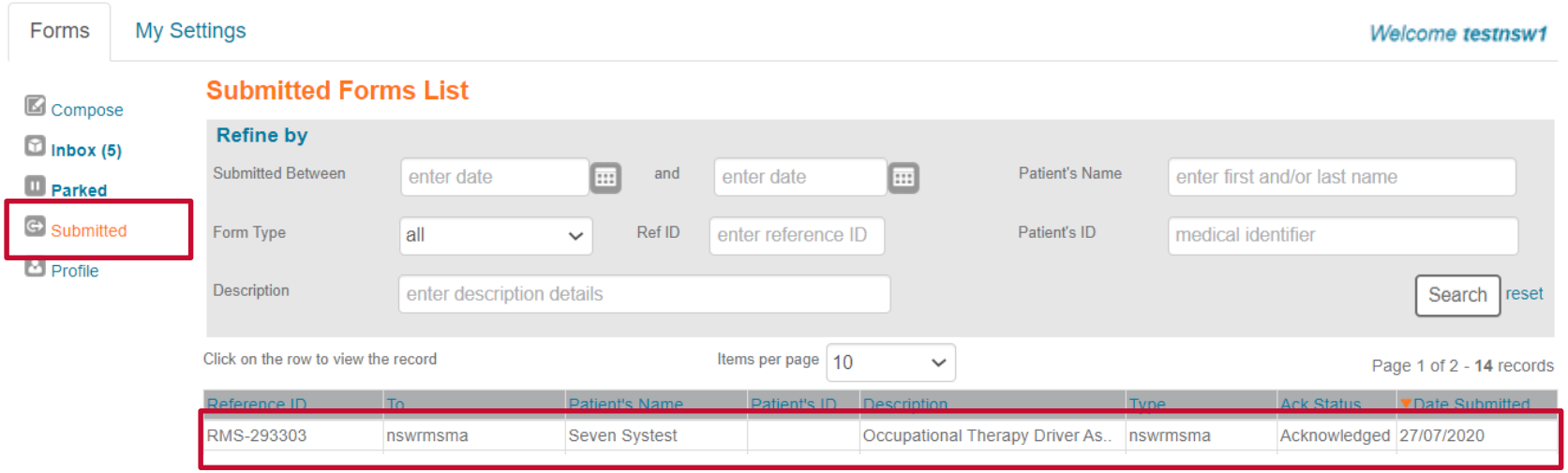
For any enquires please contact Service NSW on 132213

17. 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.

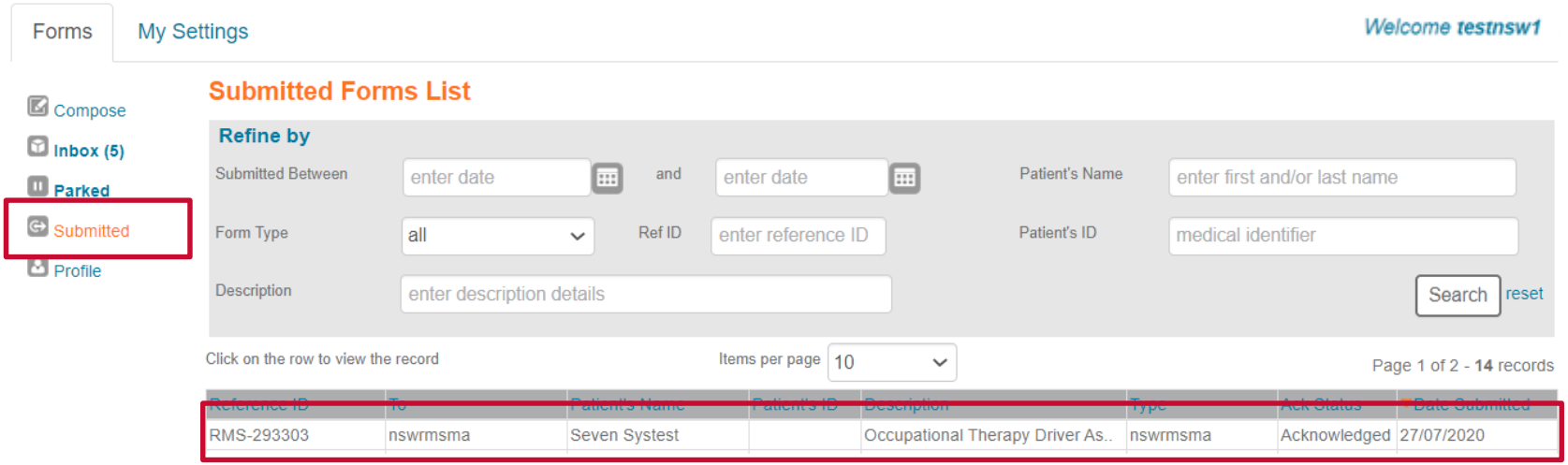


- Or on the homepage under the ‘Submitted’ tab you will see all your previously submitted forms. You can select and review these reports at anytime.



18. Accessing Submitted Forms

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



19. 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.

20. Retrieving and Submitting a Parked Form

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.