



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.

Log in

acitizen

.....

Remember me

Login

[Forgotten password/username?](#)

2. 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

3. 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

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.

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](#)

5. Form Selection

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

The screenshot shows the Transport for NSW SmartForm interface. At the top left is the NSW Government logo and the text 'Transport for NSW'. At the top right is the HealthLink (HL) logo and a green 'Continue' button with a red border. Below the header is a search bar containing the text 'Vision or Eye Disorder Medical Assessment'. A list of search results is displayed in a scrollable area, with 'Vision or Eye Disorder Medical Assessment' highlighted by a red box. To the right of the list is a section titled 'INFORMATION FOR HEALTH PROFESSIONALS' containing detailed text about the assessment process, standards, and requirements for health professionals.

NSW GOVERNMENT | **Transport for NSW** | **HL** **Continue**

q Vision or Eye Disorder 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 Vision or Eye disorder assessment undertaken with a registered Optometrist or Ophthalmologist in order to maintain or apply for a NSW driver licence, or to be a public passenger vehicle driver.

The eyesight medical assessment must be completed in accordance with the 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**). Refer to part B:10 *Vision and Eye Disorders* on pages 124-131 of the *Assessing Fitness to Drive for Commercial and Private Vehicle Drivers* publication).

The Assessing Fitness to Drive Standards are available at:
www.austroads.com.au/drivers-vehicles/assessing-fitness-to-drive

If a licence holder has a vision or eye disorder or monocular vision the medical assessment must be conducted by a registered Optometrist or Ophthalmologist.

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.

Important - Health professionals must adhere to the Assessing Fitness to Drive Standards when recommending a conditional licence. Recommendations that conflict 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.

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.

▼ 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 1348 SOKAR ROAD
ALSTONVILLE
NSW
2477

Date of birth

Licence number

Licence class

Field of practice*

Medical standard*

Assessing medical standard*

Is this medical for the purpose of driving public passenger vehicles?

Is this medical for the purpose of applying for a Multiple Combination (MC) licence?

i Consider the nature of the driving task when performing this assessment. **i**

Commercial includes driving heavy vehicles and/or driving public passenger vehicles for hire or reward regardless of licence class.

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.

▼ 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 99 KING STREET
MASCOT
NSW
2020

Date of birth

Licence number

Licence class Reason for medical

Field of practice*

Medical standard*

Assessing medical standard*

 Consider the nature of the driving task when performing this assessment.

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) *

Cataracts

Has the cataracts been successfully treated or removed?*

Yes No

Diabetic Retinopathy

Diplopia/Double Vision **i**

Is the condition corrected by wearing glasses?*

Yes No

Glaucoma

Keratoconus

Macular Degeneration

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/ <input type="text" value="12"/>	6/ <input type="text" value="12"/>	6/ <input type="text" value="12"/>
Corrected	6/ <input type="text" value="6"/>	6/ <input type="text" value="6"/>	6/ <input type="text" value="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.

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/ <input type="text" value="12"/>	6/ <input type="text" value="12"/>	6/ <input type="text" value="12"/>
Corrected	6/ <input type="text" value="6"/>	6/ <input type="text" value="6"/>	6/ <input type="text" value="6"/>

- 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

Information

Does the patient experience any diplopia (other than physiological diplopia) when fixating objects within the central 20 degrees of the primary direction of gaze?

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 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.*

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 customer with medical conditions that will require ongoing review 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'**.

The screenshot shows a web form interface with several sections and a notification banner. At the top, a green notification banner with a checkmark icon states "Form has been auto-saved." Below this, the form is divided into a left sidebar and a main content area. The sidebar contains four tabs: "Medical Assessment" (with a warning icon), "Attachments / Reports" (highlighted with a red box), "Patient Information", and "Recipient / Referrer". The "Attachments / Reports" tab shows "No reports selected" and "No files attached". The main content area is titled "Diagnostic Reports / Patient Documents" and contains the text "Attach file from Computer supports files that end in types: doc, docx, jpeg, jpg, pdf, rtf, tif, tiff, txt". A "Browse for Local File" button is highlighted with a red box in the top right corner of the main content area. The sidebar tabs contain the following information: "Medical Assessment" (Licence class: C, Medical standard: Private), "Patient Information" (Seven Systest, No patient ID available, 07/07/1985), and "Recipient / Referrer" (Lawrence Peterson, 719021QK).

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**'.

Add File Attachment

New file attachment

Comments

Local File Attachments

	Date	Name	Comments	Size
<input checked="" type="checkbox"/>	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.

Occupational Therapy Driver Assessment 

[Submit](#) [Preview](#) [Park](#) [Help](#) 

- 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

 Please fix the following errors:

- Please complete Visual Acuity section

What is the patient's visual acuity? * 

	Right	Left	Together
Uncorrected	6/ <input type="text"/>	6/ <input type="text"/>	6/ <input type="text"/>
Corrected	6/ <input type="text"/>	6/ <input type="text"/>	6/ <input type="text"/>

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.

[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 testnsw1

Submitted Forms List

Compose
 Inbox (5)
 Parked
 Submitted
 Profile

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

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.

Forms My Settings Welcome testnsw1

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 10 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

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.

Specialist Medical Assessment

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.

Forms My Settings Welcome testnsw1

Parked Forms List

Refine by

Parked Between and Patient's Name

Form Type Ref ID Patient's ID

Description

Click on the row to view the record Items per page 10 Page 1 of 32 - 312 records

Reference ID	To	Patient's Name	Patient's ID	Description	Type	Date Updated
RMS-9868	nswrmsma	SAMANTHA HAILEY		NSW Fitness to Drive Medical A..	nswrmsma	07/08/2020
RMS-9867	nswrmsma	SAMANTHA HAILEY		Specialist Medical Assessment	nswrmsma	07/08/2020
RMS-9864	nswrmsma	Ayad D'Smith		NSW Fitness to Drive Medical A..	nswrmsma	07/08/2020
RMS-9859	nswrmsma	ayad d'smith		NSW Fitness to Drive Medical A..	nswrmsma	06/08/2020
RMS-9857	nswrmsma	SAMANTHA HAILEY		NSW Fitness to Drive Medical A..	nswrmsma	06/08/2020
RMS-9856	nswrmsma	AYAD D'SMITH		Specialist Medical Assessment	nswrmsma	06/08/2020
RMS-9844	nswrmsma	Mavis Hudson		NSW Fitness to Drive Medical A..	nswrmsma	05/08/2020
RMS-9843	nswrmsma	Mavis Hudson		NSW Fitness to Drive Medical A..	nswrmsma	05/08/2020
RMS-9842	nswrmsma	mavis Hudson		NSW Fitness to Drive Medical A..	nswrmsma	05/08/2020
RMS-9817	nswrmsma	SNSW TWO		Vision or Eye Disorder Medical..	nswrmsma	05/08/2020