Digital Fitness to Drive Medical Assessment
SmartForm Quick Start Guide

MyHealthLink Portal

1. Login to MyHealthLink Portal

In your preferred Web Browser go to
https://auportal.healthlink.net/hlkportal/login
and log-in using your account username and password.
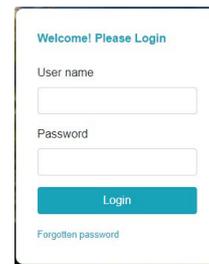
2. Launch HealthLink Homepage

Click on the Compose icon on the left hand side to
open the HealthLink homepage.
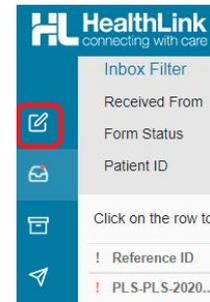
3. Launch the service landing page of Transport for NSW

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 on-line medical forms
available to you.
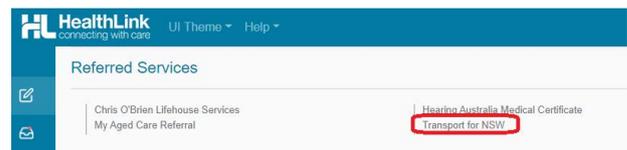
If you are unsure of which form to select, hover
over each option for an explanation of the forms
purpose. Once you have selected a form, handy
information for health professionals will display to
the right. Click on the 'Continue' button to
proceed. The relevant medical assessment form
will be launched. Once displayed you will have
access to all the information necessary to complete
the form for submission.
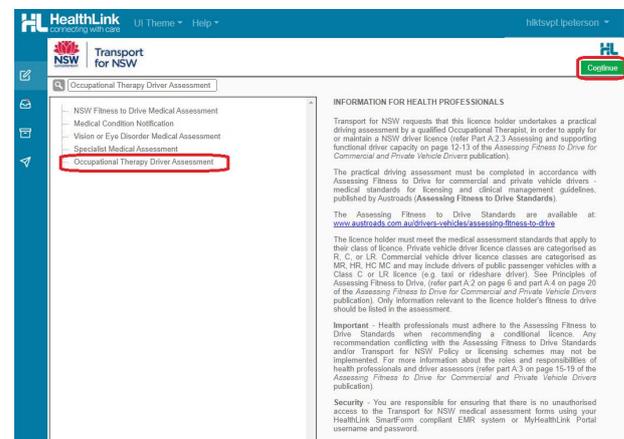
4. Complete the Patient Details page

The Patient Details page will be presented requiring the
user to input patient information that is relevant to the
form. Ensure that you have entered the required fields.
Click on 'Next'
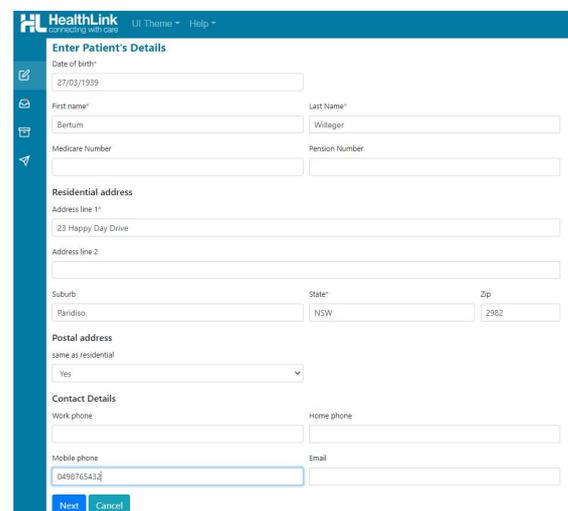
5. Validate Licence Details

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.

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.

> Driver Licence Verification

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/ 6	6/ 6

CARDIOVASCULAR DISEASE
Does the patient have a cardiovascular condition(s)?* ⓘ   ○ Yes   ⦿ No

DIABETES
Does the patient have diabetes?* ⓘ   ○ 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

MENTAL HEALTH
Does the patient have mental health issues that may impact on safe driving?* ⓘ   ○ Yes   ⦿ No

MUSCULOSKELETAL DISORDER
Does the patient have a musculoskeletal disorder that may impact on safe driving?* ⓘ   ○ Yes   ⦿ No

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.

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)
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
☑ Must wear glasses or contact lenses when driving
Recommend other licence condition/s

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

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*

7. Attach supporting documents

The 'Attachments / Reports' tab will allow you 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 and click then open to select it. 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.

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.

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.

Hints & 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 what you've currently done so far. Just click on the 'Park' button and close the form.

Access parked NSW Fitness to Drive Medical Assessment: To access a preciously 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 the NSW Fitness to Drive Medical Assessment submitted for the patient 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

Customer Feedback
Transport NSW
Locked Bag 928
North Sydney 2059

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Customer Support
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