

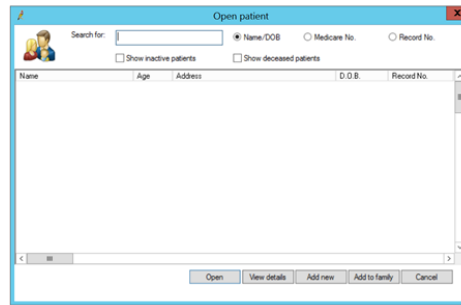
Digital Fitness to Drive Medical Assessment SmartForm Quick Start Guide

Best Practice 1.9.1 (indigo) and higher



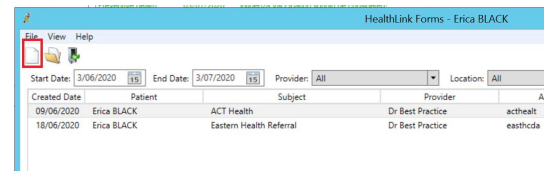
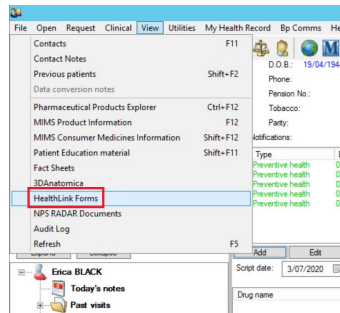
1. Open the patient record

Search for the patient and open their electronic medical record.



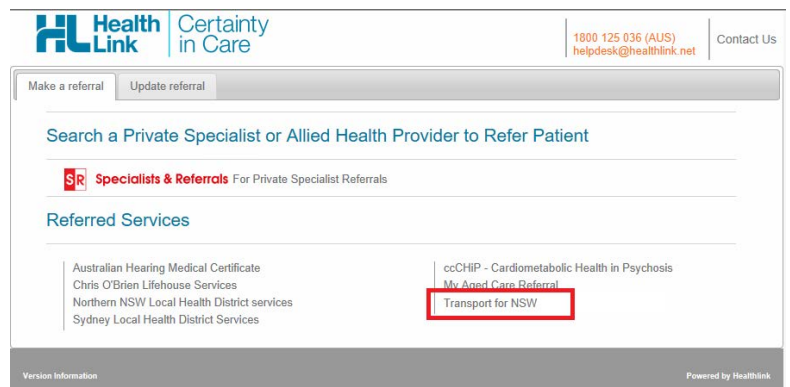
2. Launch Healthlink Homepage

Select 'HealthLink Forms' under the View Menu and click on the 'New Form' option to open the HealthLink homepage.



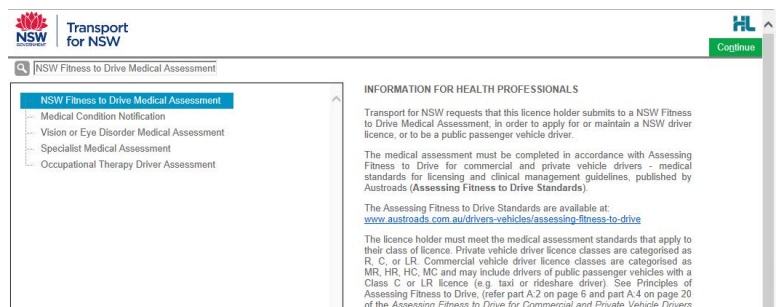
3. Launch the service landing page of Transport for NSW

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.



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.



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.

The screenshot shows the 'Driver Licence Verification' section of the 'NSW Fitness to Drive Medical Assessment' form. The form is titled 'Transport for NSW' and 'NSW Fitness to Drive Medical Assessment'. It includes a 'Submit' button, a 'Preview' button, a 'Park' button, and a 'Help' dropdown menu. The 'Driver Licence Verification' section has two radio buttons: 'Driver licence number' (selected) and 'Customer number'. Below this, there are input fields for 'Driver licence number*' (3792KQ), 'Patient surname' (REKKAS), 'Date of birth' (23/02/1944), and a 'Validate / Retrieve' button. A checkbox labeled 'Patient consent obtained*' is checked. Below this, there is a section for 'Current medical assessment information' with fields for 'Name', 'Date of birth', 'Licence number', 'Licence class', 'Field of practice*' (General Practitioner), and 'Medical standard*'. There is also a 'Reason for medical' field. At the bottom of the form, there is an information icon and a note: 'Consider the nature of the driving task when performing this assessment.' and a 'Continue with Medical Assessment' button.

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.

The screenshot shows the 'Driver Licence Verification' section of the 'NSW Fitness to Drive Medical Assessment' form, now with patient details populated. The form is titled 'Transport for NSW' and 'NSW Fitness to Drive Medical Assessment'. It includes a 'Submit' button, a 'Preview' button, a 'Park' button, and a 'Help' dropdown menu. The 'Driver Licence Verification' section has two radio buttons: 'Driver licence number' (selected) and 'Customer number'. Below this, there are input fields for 'Driver licence number*' (3792KQ), 'Patient surname' (REKKAS), 'Date of birth' (23/02/1944), and a 'Validate / Retrieve' button. A checkbox labeled 'Patient consent obtained*' is checked. Below this, there is a section for 'Current medical assessment information' with fields for 'Name' (MR Daniel Thomas REKKAS), 'Date of birth' (23/02/1944), 'Licence number' (3792KQ), 'Licence class' (C), 'Field of practice*' (General Practitioner), and 'Medical standard*' (Private). There is also a 'Reason for medical' field (Older Driver Med/Drv Test). At the bottom of the form, there is an information icon and a note: 'Consider the nature of the driving task when performing this assessment.' and a 'Continue with Medical Assessment' button.

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? * **i** Yes No

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

	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"/>

CARDIOVASCULAR DISEASE

Does the patient have a cardiovascular condition(s)? * **i** Yes No

DIABETES

Does the patient have diabetes? * **i** Yes No

EPILEPSY

Does the patient have epilepsy? * **i** Yes No

NEUROLOGICAL CONDITION

Does the patient have vestibular, neurological or other neurodevelopmental disorders? * **i** Yes No

SLEEP DISORDER

Does the patient have sleep apnoea or narcolepsy? * **i** Yes No

MENTAL HEALTH

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

MUSCULOSKELETAL DISORDER

Does the patient have a musculoskeletal disorder that may impact on safe driving? * **i** 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.

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

DIABETES

Does the patient have diabetes? * **i** 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? * **i** 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)

TRNSW will use the default review period if review period recommendation is left unselected. Recommended review periods will be assessed by TRNSW.

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? **i**

DECLARATION

Applicant declaration read and accepted*

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 Best Practice 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.

This screenshot shows the 'Driver Licence Verification' tab of the NSW Fitness to Drive Medical Assessment form. The form includes fields for Driver licence number, Patient surname (SYSTEMS), Patient consent status, Date of birth (01/06/1980), Name, Address, Current medical assessment information, Licence number, Licence class, Reason for medical, Field of practice (General Practitioner), Medical standard, and Assessing medical standing. A warning icon is present next to the 'Assessing medical standing' field with the text: 'Consider the nature of the driving task when performing this assessment.' Buttons for 'Continue with Medical Assessment', 'Submit', 'Previous', 'Next', and 'Help' are visible at the top right.

This screenshot shows the 'Attachments / Reports' tab of the NSW Fitness to Drive Medical Assessment form. It features a 'Diagnostic Reports / Patient Documents' section with buttons for 'Browse for Patient Document' and 'Browse for Local File'. Below this is a table for attachments with columns for Date, Name, Comments, Type, and Size. The table currently shows 'No records found.' A warning message states: 'Caution: larger attachments may take significant time to preview'. The left sidebar shows the 'Attachments / Reports' tab is active, with other tabs like 'Medical Assessment', 'Patient Information', and 'Recipient / Referrer' visible.

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.

This screenshot shows the 'Patient Information' tab of the NSW Fitness to Drive Medical Assessment form. It contains fields for Medicare number, Date of birth* (01/06/1980), Pension number, Name* (Systest Systest), Residential Address (1 Test Street, Sydney, NSW, 2000), Postal Address (1 Test Street, Sydney, NSW, 2000), Same as residential (Yes), and Contact Details (No contact details specified). A warning icon is visible in the top left corner of the form area.

This screenshot shows the 'Medical Practitioner Information' tab of the NSW Fitness to Drive Medical Assessment form. It includes fields for Medicare Provider Number* (0000000Y), Medical Registration Number, Name, Full name (Dr Best Practice), Practice name (HealthLink Townsville), Practice Address (4 69 Eyre Street, Suite, North Ward, QLD, 4810), Practice telephone* (0744015650), Practice fax, Email* (register@healthlink.net), and EDI* (hkbpnuat). A warning icon is visible in the top left corner of the form area.

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.

The screenshot shows the 'NSW Fitness to Drive Medical Assessment' form. At the top, there are logos for NSW Government and Transport for NSW, and navigation buttons for 'Submit', 'Preview', 'Park', and 'Help'. The 'Medical Assessment' tab is active, showing 'Licence class: C' and 'Medical standard: Private'. A red error box highlights the following issues:

- 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

The 'Attachments / Reports' section shows 'No reports selected' and 'No files attached'. The 'Patient Information' section is titled 'EPILEPSY' and 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'.

The screenshot shows the same form as above, but with the 'Submit' button highlighted in a red box, indicating it is the next step to take.

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' confirmation page. It includes a 'Print' button and the following text:

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

The responsibility for issuing, renewing (or refusing to issue or renew), suspending or cancelling a person's licence (including conditional licence) lies with Transport for NSW. Licensing decisions are based on a full consideration of relevant factors relating to health and driving performance. The medical assessment information captured below will be reviewed by Transport for NSW who will issue a letter if further medical information is required or based on the medical information captured below it is determined that you do not meet the medical standards to hold a driver licence or public passenger driver authority.

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

NSW Government | Transport for NSW

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.

VISION


Does the patient have a vision or eye disorder? *  Yes

An Optometrist or Ophthalmologist will need to complete this section.

Please select the relevant condition(s): *

Cataracts Macular degeneration

Diabetic retinopathy

Diplopia/Double vision 

Glaucoma

Other - please provide details

What is the patient's visual acuity?

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?

Fitness to Drive Guidelines Ctrl+Alt+1

Assessing Fitness to Drive Ctrl+Alt+2

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.

NSW Fitness to Drive Medical Assessment

VISION

Does the patient have a vision or eye disorder? *  Yes No

An Optometrist or Ophthalmologist will need to complete this section.

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

Created Date	Patient	Subject	Provider	Addressee	Location	Status	Messa
15/11/2016	Brian Edward Tan BLOOMFIELD	Roads and Maritime Services	Dr Andrew Dunn	nswrmsma	Millstone Family Practi	Parked	RMS-114

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 in the correspondence out section of the medical record.

Mr David Anderson

Family members: (Mr David Anderson)

Name: David Anderson D.O.B.: 04/01/1955 Age: 65 yrs Birth Sex: Male 1.6m 45kg

Address: 61 Wallace Street, Burdaberg 4670 Phone: (0) 7 54545454 (m) 0421111111 (w) 07 54545454 Gender: Not Recorded Pronouns:

Medicare No: 62852544-1 Record No.: Occupation: Retired Penion No.: 4031244561 Comment: Tobacco: Smokes 5 Alcohol: Light Ethic score: Advance Health Directive: Ethnically: Non Aboriginal/Torres

Blood Group: Allergies / Adverse Drug Reactions: Reactions: Notifications: Fact Sheets Preventive Health Actions Planned

Item Reaction Severity Type Due Reason

BCE Strig 20/03/2020 Action Follow up required: CT Scan - Head

SafetyKeees (Endocrine) 03/03/2020 Action Follow up required: CT Scan - Brain

Outstanding requests: 05/06/2020 There are 15 outstanding requests for this patient!

Preventive health: 03/03/2020 Influenza vaccination should be considered!

There are unchecked reports for this patient!

Expand Collapse Add View Delete Print Record Note << Previous

Correspondence Out

- 17/11/2017 Dr A Phisitioner: Referral Form - Healthy Sie
- 21/02/2019 Dr Jason Kaplan: EReferral
- 17/04/2019 easthcoast: Eastern Health Referral
- 23/04/2019 acthealth: ACT Health
- 16/05/2019 Dr Natalie Smithson: Specialist referral
- 16/05/2019 Specialist referral
- 04/06/2019 athenaol: Austin Health Referral
- 06/06/2019 athenapool: Request for ACT Approval to Pres
- 16/06/2019 nswrmsma: Roads and Maritime Services
- 27/09/2019 athenapool: Request for ACT Approval to Pres
- 23/10/2019 easthcoast: Eastern Health Referral
- 03/12/2019 phtasend: Primary Health Tasmania Hospitals
- 03/12/2019 phtasend: Primary Health Tasmania Addendur
- 04/12/2019 phtasend: Primary Health Tasmania Hospitals

Referral Sent and Acknowledged on 06/06/2019 10:14 NZST

The responsibility for issuing, renewing, suspending or cancelling a person's licence (including conditional licences) lies with Roads and Maritime. Licensing decisions are based on a full consideration of relevant factors relating to health and driving performance.

The medical assessment information captured below will be reviewed by Roads and Maritime who will issue a letter if further medical information is required or based on the medical information captured below it is determined that you do not meet the medical standards to hold a driver licence.

Privacy Statement

Your personal and health information collected in this form will be held by Roads and Maritime Services and you may contact Roads and Maritime at <http://www.rms.nsw.gov.au> to 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 you fitness to drive and to hold a driver licence. You are required to provide this information under road transport legislation. Failure to do so may result in your driver licence being refused, suspended or cancelled. Where you hold a Health Parking Scheme permit (MPS permit), your health information in this Medical Report and any additional Medical Report provided, may be used for the purpose of verifying your eligibility to hold an MPS permit and may result in the cancellation of your current MPS permit or a refusal to renew your MPS permit. Your personal and health information held by Roads and Maritime may be disclosed in order to verify it and to any medical practitioner in respect of ascertaining or renewing your fitness to drive or to hold a driver licence. Otherwise it will not be disclosed unless permitted by law.

NSW Fitness to Drive Medical Assessment

Transport NSW Roads & Maritime Services

Patient: David Anderson, 64yrs, Medicare number 628254451, DOB 04/01/1955
Residential address: 61 Wallace Street, Burdaberg, QLD 4670
Postal address: same as residential address

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, thanks to our collaboration with HealthLink. 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
au.healthlink.net
helpdesk@healthlink.net