



# Digital Fitness to Drive Medical Assessment SmartForm Quick Start Guide

*Genie 8.71 and higher*



## 1. Open the patient record

Search for the patient and open their electronic medical record.

## 2. Launch HealthLink Homepage

Click on the 'Tools' Menu and Select 'HealthLink Online'. Click on the 'New Form' option to open the HealthLink homepage. In the HealthLink Online window click the 'New' button.

Date/Time	Description	Mode	View Type	Provider	ACT-3361	Mag Control Id	Status
25/09/2019 12:20:27	Angiogram	E		Dr Andrew Demo	ACT-3361		Unknown
25/09/2019 11:43:32	Angiogram	E		Dr Andrew Demo	ACT-3360		Unknown
20/03/2019 14:48:08	Living Room - Clinical Dietitian	E		Dr Andrew Demo	LIFE-3106		Unknown
20/03/2019 14:45:23	Living Room - Clinical Dietitian	E		Dr Andrew Demo	LIFE-3105		Unknown
20/03/2019 14:40:40	Living Room - Clinical Dietitian	E		Dr Andrew Demo	LIFE-3104		Unknown
13/03/2019 20:22:12	Living Room - Clinical Dietitian	E		Dr Andrew Demo	LIFE-2853		Unknown
22/04/2015 18:38:37	Medical Certificate	R	text/html	Dr Andrew Demo	AH-55		Form Submitted

## 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 these are fields for 'Driver licence number\*' (3792KQ), 'Patient surname' (REKKAS), and 'Date of birth' (23/02/1944). A checkbox for 'Patient consent obtained\*' is checked, and a 'Validate / Retrieve' button is next to it. The 'Current medical assessment information' section includes fields for 'Name', 'Date of birth', 'Licence number', 'Licence class', 'Field of practice\*' (General Practitioner), and 'Medical standard\*' (Please Select). There is also a 'Reason for medical' field. A blue information box at the bottom of the section contains the text: '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 after validation. 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 these are fields for 'Driver licence number\*' (3792KQ), 'Patient surname' (REKKAS), and 'Date of birth' (23/02/1944). A checkbox for 'Patient consent obtained\*' is checked, and a 'Validate / Retrieve' button is next to it. The 'Current medical assessment information' section is fully populated with 'Name' (MR. Daniel Thomas REKKAS), 'Date of birth' (23/02/1944), 'Licence number' (3792KQ), 'Licence class' (C), 'Field of practice\*' (General Practitioner), 'Medical standard\*' (Private), and 'Reason for medical' (Older Driver Med/Drv Test). There is also an 'Address' field. A blue information box at the bottom of the section contains the text: '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.

**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)

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

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\*

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

## 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.

### EPILEPSY

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'.

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.

Referral Sent and Acknowledged on 08/07/2020 17:47 NZST

Print

**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, Milsons 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 enquiries 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.

**Medical Condition Notification**

NSW Transport for NSW

Patient: Demand Demo, 48yrs, Medicare number 2558750793, DOB 12/12/1971, PH: 0425758158, Hme 47123456

Residential address: 6 Demo St, Ravenshoe, Qld 4818

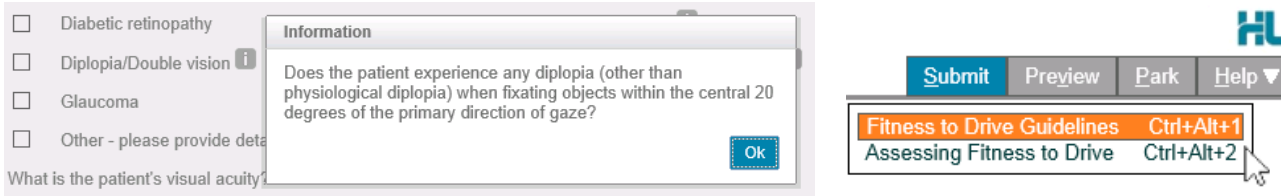
Postal address: same as residential address

Referred by: Andrew Demo, HealthLink Genie Test, Prov. No. 1234567X, PH 07 3720 2801, FAX 07 3720 2802



## Hints & Tips

**Additional Help:** Help for specific questions on the form can be found by clicking on the **i** 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.

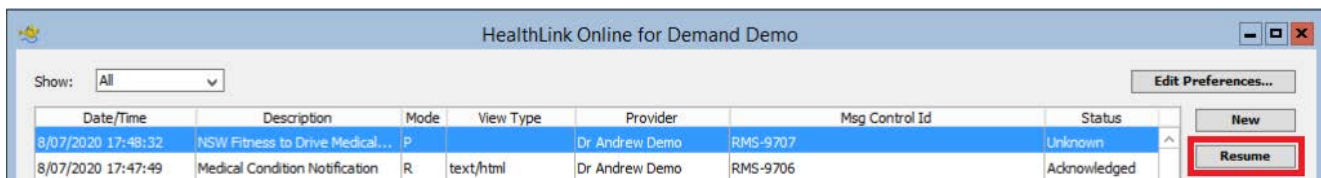


### VISION

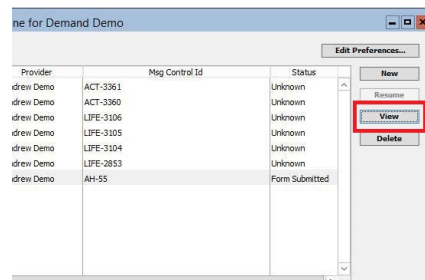
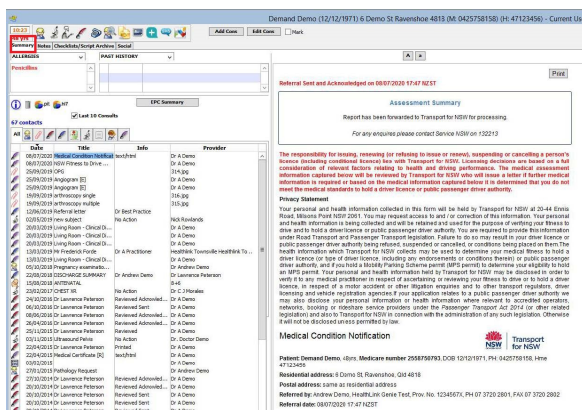
Does the patient have a vision or eye disorder? **i**  Yes  No

An Optometrist or Ophthalmologist will need to complete this section.

**Access parked NSW Fitness to Drive Medical Assessment:** To access a preciously parked form, click on the Tools Menu and Select 'HealthLink Online'. Choose the parked form in the list displayed and then click the resume button. Note that you cannot preview or launch parked forms from the summary view, you must resume these from the HealthLink Online window.



**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 clinical record summary view highlighted by a purple quill. Click on the form to display it in the right hand display area. You can also open the HealthLink Online window from the tools menu, select the form and click view. Note that you cannot preview or launch parked forms from the summary view, you must resume these from the HealthLink Online window.



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](mailto:helpdesk@healthlink.net)  
Phone - 1800 125 036**



**Customer Feedback**  
Transport NSW  
Locked Bag 928  
North Sydney 2059

[www.transport.nsw.gov.au](http://www.transport.nsw.gov.au)



**Customer Support**  
HealthLink  
[au.healthlink.net](http://au.healthlink.net)  
[helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)