HealthLink

HealthLink SmartForms for
Best Practice

Welcome to HealthLink SmartForms. The smartest way for health professionals to submit Fitness to Drive medical assessments to Transport for New South Wales.

Your practice must be running Best Practice Lava SP3 or above to access the HealthLink SmartForms.

Submitting HealthLink SmartForms from Best Practice

SmartForms enable **Best Practice** users to easily refer and engage with all HealthLink SmartForm service providers including Hospitals, Private Specialist, Transport for NSW and My Aged Care.

SmartForms are designed to speed up the service you can provide for your patients. They give you confidence that your form has been securely delivered to the service provider, and a copy has been saved to your Practice Software.

Step 1:
Accessing HealthLink SmartForms

Step 2:
Launching a new form

Step 3:
Completing the form

Step 4:
Previewing, Submitting and Parking

Step 5:
Accessing parked and auto-saved forms

Step 6:
Accessing submitted forms

HealthLink Technical Support

Email: helpdesk@healthlink.net

Phone: 1800 125 036

Step 1:

Accessing HealthLink SmartForms

To access the forms within your Best Practice software…

A First, search for the patient and open their electronic medical record.

B Then click the **HealthLink icon** HL from the quick launch bar to launch the **HealthLink home page.**

or

C Click **View** from the menu and select **HealthLink Forms.**

D And then click the **New Form** button to launch the **HealthLink home page.**

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or

3
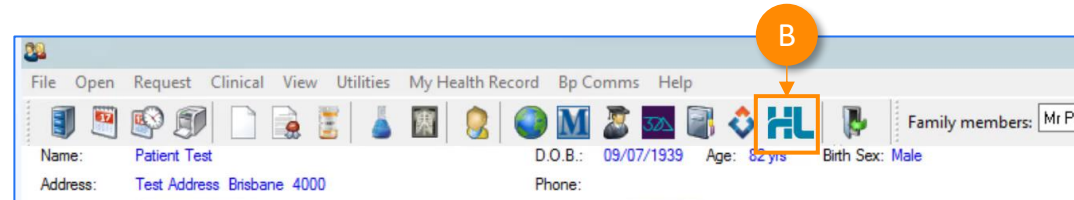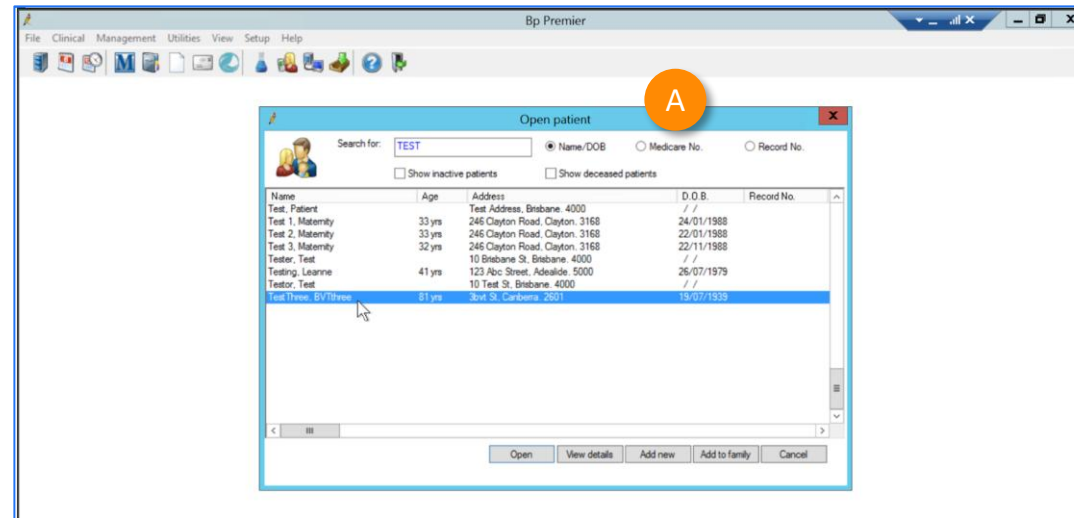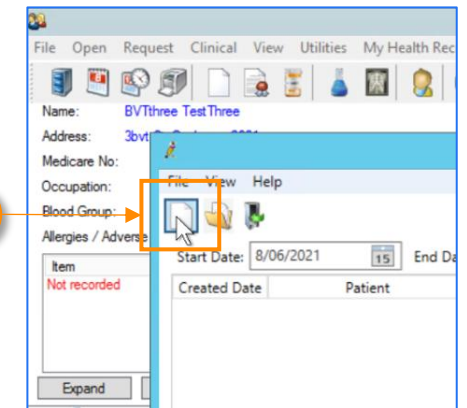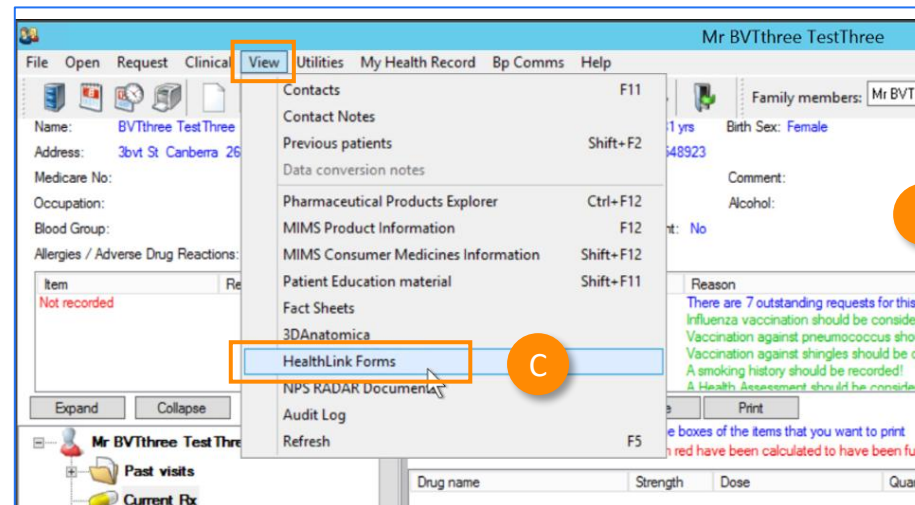
Step 2:

Launching a new form

Now you're on the HealthLink home page…

A Here you'll find a list of available services to refer patients.

B Within the **Referred Services** section**, c**lick on the link named **Transport for NSW**

Step 2:
Launching a new form

C To launch the SmartForm, select the **NSW Fitness to Drive Medical Assessment** form from the list of available forms.

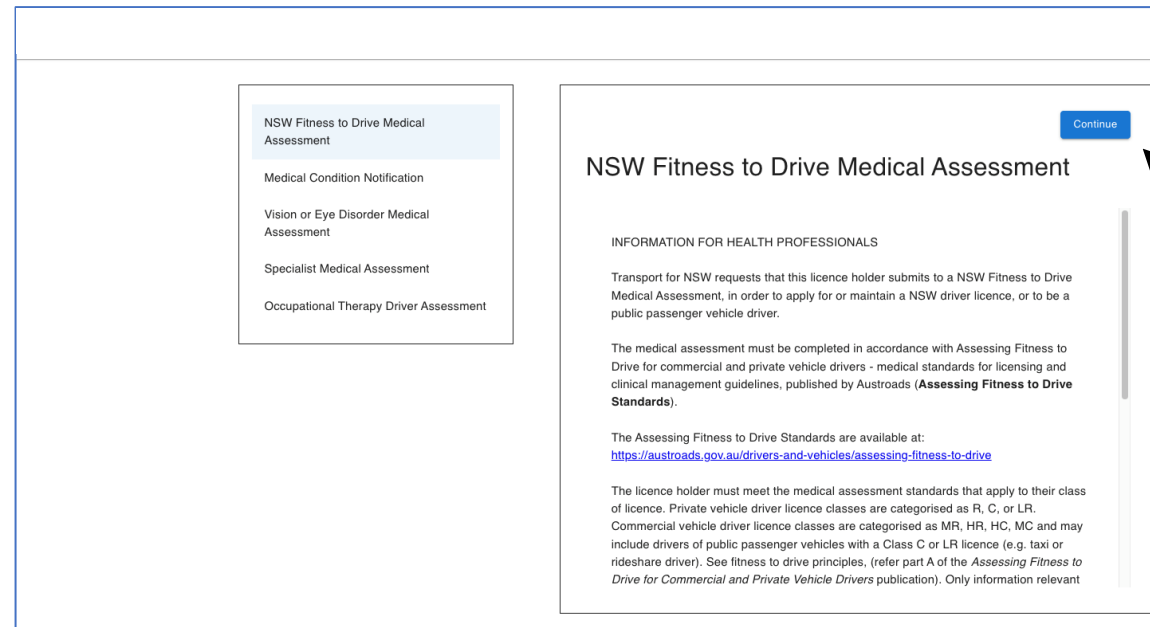NSW Fitness to Drive Medical Assessment

Medical Condition Notificati...

For use primarily by **General Practitioners** when completing patient's requested periodic medical review or to inform the licensing authority of any changes to a patient's medical condition/s

Vision or Eye Disorder Medi... Assessment

Specialist Medical Assessment

Occupational Therapy Driver Assessment

D A pop-up information box for Health Professionals will appear next. Once you have read the information, click the **continue** box.

NSW Fitness to Drive Medical Assessment

Medical Condition Notification

Vision or Eye Disorder Medical Assessment

Specialist Medical Assessment

Occupational Therapy Driver Assessment

Continue

NSW Fitness to Drive Medical Assessment

INFORMATION FOR HEALTH PROFESSIONALS

Transport for NSW requests that this licence holder submits to a NSW Fitness to Drive Medical Assessment, in order to apply for or maintain a NSW driver licence, or to be a public passenger vehicle driver.

The medical assessment must be completed in accordance with 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**).

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

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 fitness to drive principles, (refer part A of the *Assessing Fitness to Drive for Commercial and Private Vehicle Drivers* publication). Only information relevant

Step 3:
Completing the form

Now you've loaded the form to complete and submit.

(A) **The SmartForm layout** provides a consistent, easy-to-use tabular structure on the left, with the main action window on the right.

(B) **Mandatory Fields** must be completed prior to submitting the SmartForm and are each highlighted with a red asterisk.

You'll notice SmartForms are **responsive**: They will pre-populate all available patient and referrer data and contain logic to request more specific patient information based on your selections.

Note: Once you have ticked on the **patient consent obtained** box – the form will validate your patient's driver license number, and you will be able to proceed to their medical

Step 3:

Completing the form

C Once your patient's driver license number has been validated you will be able to continue with the **Medical Assessment.**

NSW Fitness to Drive Medical Assessment

Medical Assessment ⚠
Licence class: C
Medical standard: Private

Attachments / Reports
0 files attached (0 KB)

Patient Information

Recipient / Referrer ⚠

Driver Licence Verification ⌃

◉ Driver licence number ◯ Customer number

Driver licence number *
45232285

Date of birth *
01/01/1980

☑ Patient consent obtained* ⓘ   [Validate / Retrieve]

Patient surname *
Name

Current medical assessment information

		Address
Name	Patient Name	100 BUNGARRIBEE ROAD BLACKTOWN NSW 2148
Date of birth	01/01/1980	
Licence number	45232285	Reason for medical
Licence class	C	Congenital Disorders
Field of Practice *	General Practitioner ▾	
Medical standard	Private	
Assessing medical standard *	Private ▾	

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

[Continue with Medical Assessment]

C

Step 3:

Completing the form

D The SmartForm is responsive, and it will indicate which questions are mandatory as you move through your patient's medical assessment.

Step 3:
Completing the form

Attachments / Reports

E The **Attachments / Reports** tab will give you access to all the supporting documents that you may wish to attach to the form.

F You can select any item from the **table** – showing you patient medical records captured from the **last six months**.

Or you can **browse for files**…

G • stored in your Practice Management Software by clicking the **Browse** button .

> • **Note:** Make sure to update the date parameters if you want to see files that are older than six months.

Step 3:
Completing the form

Attachments / Reports

I   Another option to add attachments is the ability to browse for files in your local computer's file by clicking the **Browse** button.

J   Select the file for your local computer file and select **Open**.

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Completing the form

Patient information

K Patient information will be pre-populated by the SmartForm in the **Patient information** tab.

HL

Submit | Preview | Park | Help

NSW Fitness to Drive Medical Assessment

Medical Assessment ⚠️
Licence class: C
Medical standard: Private

Attachments / Reports
0 reports selected (0 KB)
0 files attached (0 KB)

Patient Information

No patient ID available
01/01/1980

Recipient / Referrer ⚠️

Patient Information

Medicare number | Date of birth* 01/01/1980 📅 | Pension number

Name Patient Name ⌃

First name * Patient | Last name * Name

Residential Address: 13 Test Street, Sydney, NSW, 2000 ⌃
Please add only the following State or Territory codes, ACT, NSW, NT, QLD, SA, TAS, VIC, WA in the State field

Address line 1 *
13 Test Street

Address line 2

Suburb
Sydney

State *
NSW

Postcode
2000

Postal Address
Same as residential
○ Yes ◉ No

Postal Address: 13 Test Street, Sydney, NSW, 2000 ⌃
Please add only the following State or Territory codes, ACT, NSW, NT, QLD, SA, TAS, VIC, WA in the State field

Address line 1 *
13 Test Street

Step 3:
Completing the form

Recipient / Referrer

L Recipient / Referrer information will be pre-populated by the SmartForm in the **Recipient / Referrer** tab.

Note: Before submitting please double check your medical practitioner information is correct.

You can assess a person's fitness to drive in NSW if you're a registered medical practitioner or specialist. This includes general practitioners, specialists, optometrists, ophthalmologists and allied health professionals.

©HealthLink

HL

Submit | Preview | Park | Help

NSW Fitness to Drive Medical Assessment

Medical Assessment
Information Required

Attachments / Reports
0 reports selected (0 KB)
0 files attached (0 KB)

Patient Information
Patient Correct

Recipient / Referrer
Patient Name
0000000Y

Medical Practitioner Information

Medicare Provider Number *
0000000

Medical Registration Number

Full Name: Patient Name ⓘ

Name: Patient Name ⌃

First name *
Patient

Last name *
Name

Practice name *
HealthLink Townsville

Practice Address: 13 Test Street, Suite, Sydney, NSW, 2000 ⌃

Address line 1 *
13 Test Street

Address line 2
Suite

Suburb
Sydney

State *
NSW

Postcode
2000

Practice telephone *
0244015650

Email *
name@patient.com

Practice fax
0244015651

EDI

Previewing, Submitting and Parking

Previewing

A When you are ready to review your form, check the **Declaration** tick box.

NSW Fitness to Drive Medical Assessment

Submit | Preview | Park | Help

Review period recommendation — TfNSW Default

ⓘ TfNSW Default means that TfNSW will determine the review frequency based on the patient's medical condition(s), the AFTD or age-related policy. Alternatively, you can select a bespoke review period.

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:
Ophthalmologist ✕

TfNSW will create an immediate request for a specialist review to be conducted. Please arrange a referral/s.

☐ Any additional comments on conditions likely to affect driving? ⓘ

ⓘ NOTE: Additional comments not required if condition(s) has already been assessed on this form

DECLARATION

☑ Applicant declaration read and accepted.* ⓘ

A

Advise the Customer that the Medical Report can be printed for them, emailed to them or that a copy can be obtained on application from a Service NSW centre.

Previewing, Submitting and Parking

Previewing

B You can verify that the form has been completed correctly by clicking **Preview** allowing you to review the details before submitting.

C If a piece of required information is incomplete or incorrect, the form will notify you to complete or correct it. You can click on each error in the **please fix the following errors** box and the form will take you directly to the required field.

D You can scroll through any errors by using the **Go to Error** function on the bottom left hand corner of the SmartForm.

HL

NSW Fitness to Drive Medical Assessment

Submit | Preview | Park | Help

⚠ Please fix the following errors:

Medical Assessment
- **[Seizure or Epilepsy]: Does the patient have epilepsy? is a required field**
- [Neurological Condition]: Does the patient have vestibular, neurological or other neurodevelopmental disorders? is a required field
- [Sleep Disorder]: Does the patient have established sleep apnoea syndrome, narcolepsy, or excessive sleepiness? is a required field
- [Mental Health]: Does the patient have a chronic psychiatric condition of such severity that may impact safe driving? is a required field
- [Musculoskeletal Disorder]: Does the patient have a musculoskeletal disorder that may impact on safe driving? is a required field
- [Substance Use Disorder]: Does the person have an alcohol use disorder such as alcohol dependence or heavy frequent alcohol use or a substance use disorder such as substance dependence or other substance use that is likely to impair safe driving? is a required field
- [Medications]: Is the patient taking multiple medications that may affect driving? is a required field
- [Treatment History]: When did you first treat the patient? is a required field
- [Treatment History]: When did the patient first attend this practice? is a required field
- [Treatment History]: Did you have any knowledge of the patient's medical history before undertaking this assessment? is a required field
- [Recommendations]: Please complete the Recommendations section
- [Declaration]: Applicant declaration read and accepted is a required field

Recipient / Referrer
- Medicare Provider Number is a required field

SEIZURE OR 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 established sleep apnoea syndrome, narcolepsy, or excessive sleepiness? * ⓘ   ○ Yes ○ No

Goto Error:

< Previous | Current | Next >

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Step 4:

Previewing, Submitting and Parking

Previewing / Parking

E Click Preview. A pop-up **Preview** will appear for your review.

A copy of the form is saved directly to the patient file.

F And if you need more information to complete the form, you can **Park** the form to save what you've done so far and come back to it later.

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Step 4:

Previewing, Submitting and Parking

Submitting

G When you are ready to send your form, click **Submit**.

H This will safely and securely send the form electronically via HealthLink, and you will see a copy of the completed form with a **date stamp.**

A copy of the submitted form is saved directly to the patient file.

Preview   Print | Submit | Close

G

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.

Submitted   Print

H **Form sent on 04/07/2025 09:34 AEDT**

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.

Step 5:

Accessing parked and auto-saved forms

A To access parked or auto-saved forms, from the patient's record, select **HealthLink Forms** under the **View** menu.

B From the available list, **double-click on the Parked** or **AutoSaved** form you would like to open.

> **Note:** when returning to a parked or auto-saved form, due to security policy, any previously added attachments will need to be re-added.

C You can also use this area to see **completed** and **deleted** forms**.**
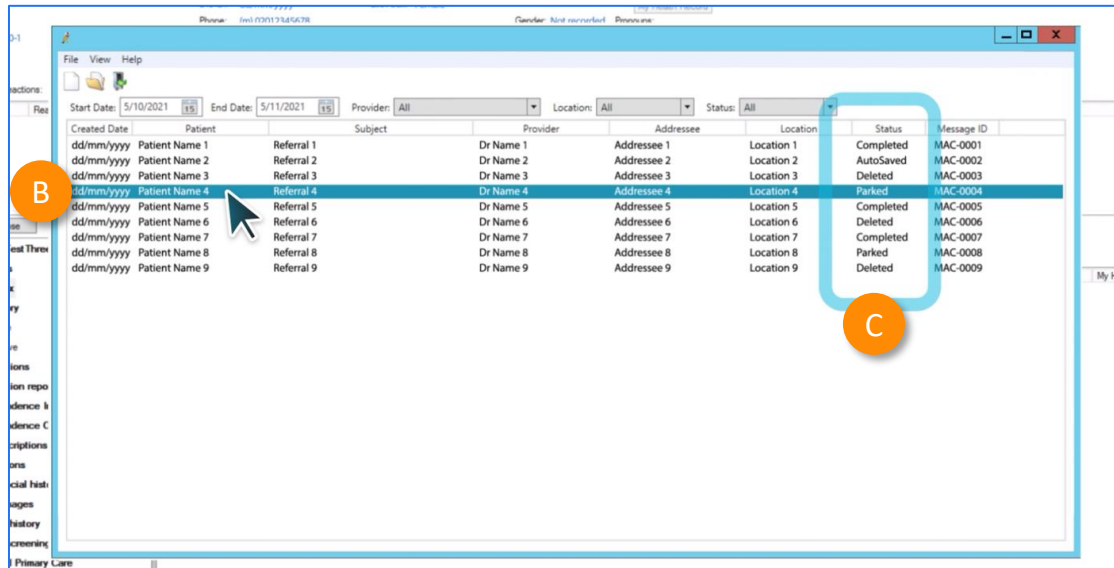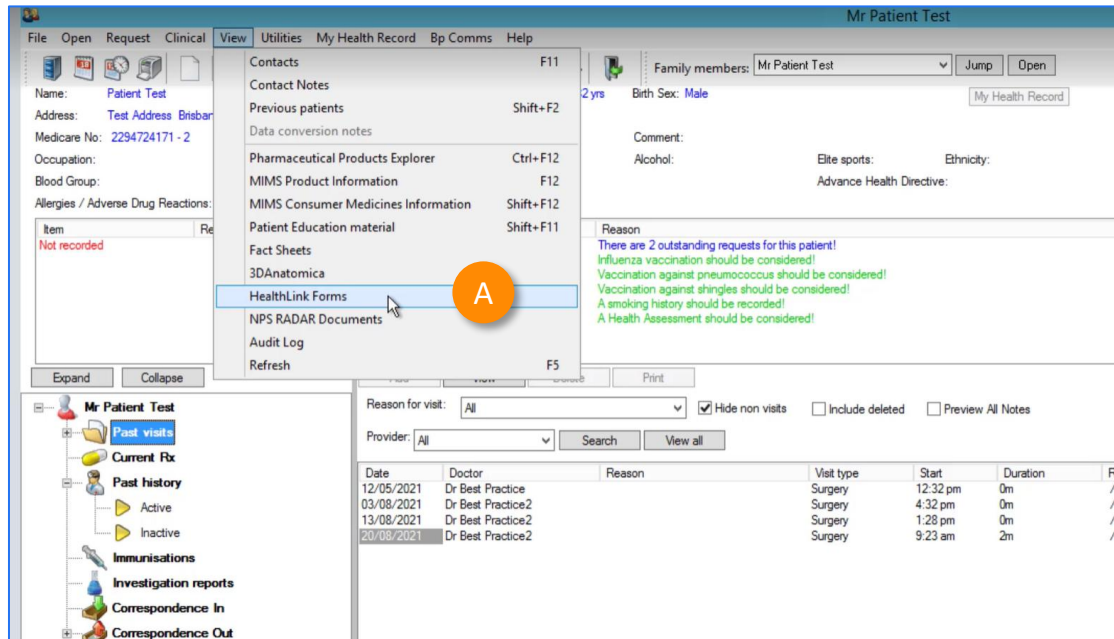
Step 6:

Accessing submitted forms

A A copy of the submitted form can be found in the **Correspondence Out** section of the clinical record for the patient. You can use the **F5** key to refresh this section.

B **To view a submitted or saved/parked** messages in the Correspondence Out section, **highlight the message**,

C Then click **View** and it will display the form.

Technical Support
Phone: 1800 125 036
Email: helpdesk@healthlink.net

Monday to Friday (Except Public Holidays)
8:00am – 6:00pm

www.healthlink.com.au

HealthLink —— **Part of Clanwilliam**

HealthLink is part of Clanwilliam, a vast network of healthcare enterprises spanning across the United Kingdom, Ireland, New Zealand, Australia, and India. Together, we're working to create safer, more efficient and better healthcare for everyone.