HealthLink



<u>User Guide</u>

17.08.2025 CC

HealthLink SmartForms for Communicare

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

All sites must be running Communicare 22.4 or greater to access the HealthLink SmartForms.



Submitting HealthLink SmartForms from Communicare

Practice management solution Communicare Clinical now has HealthLink SmartForms as part of the system. This enables Communicare 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.

HealthLink Technical Support

helpdesk@healthlink.net

1800 125 036

Step 1:

Setting up HealthLink SmartForms

Step 2:

Launch HealthLink SmartForms

Step 3:

Completing the SmartForm

Step 4:

Previewing, Submitting and Parking

Step 5:

Locating Parked and Submitted SmartForms

Step 1:

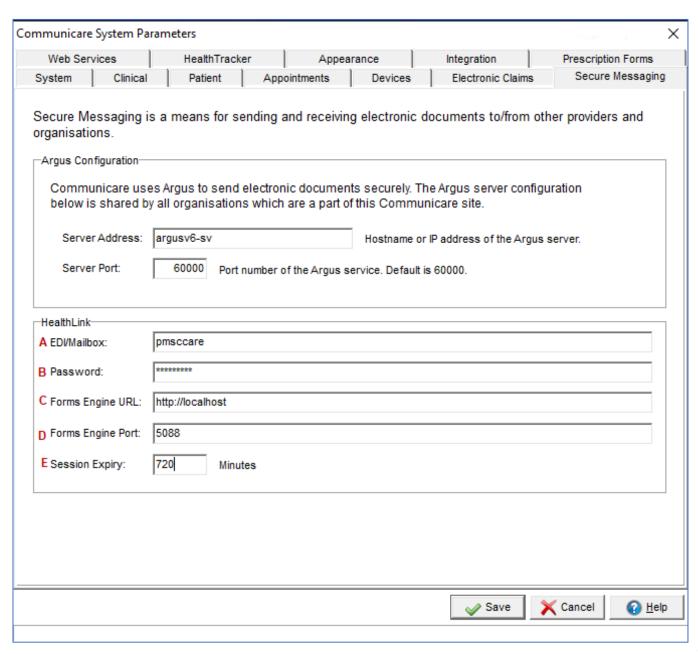
Setting up HealthLink SmartForms

Configuration of Healthlink Smart Forms within Communicare is to be completed by Communicare technical support. This section is included for reference and support purposes only.

Open File > "System Parameters" > "Secure Messaging" and make sure all fields in the "HealthLink" section contain the correct values.

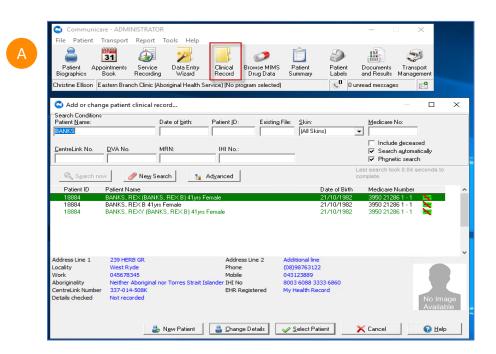
- A. EDI/Mailbox: HealthLink EDI to use
- B. Password: respective 'connection password' for EDI, if not known contact Healthlink Helpdesk.
- C. Forms Engine URL: URL of the Forms Engine, should be http://, then the IP of machine where HMS Client is running
- D. Forms Engine Port: 5088, unless a different port is configured for HMS Client
- E. Session Expiry: minutes after which a Smart Forms user session expires in case it was not terminated automatically when closing the Aduro Forms window.

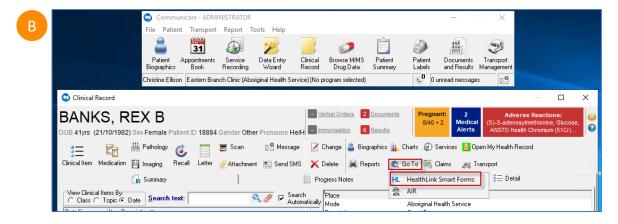
Click "Save", enter Access code (obtained from Communicare Support) when prompted and restart Communicare.



Step 2: Launch HealthLink SmartForms

- Open the Clinical record tab and search for the required patient.
- B Select "Go To" and click "HealthLink SmartForms"





Step 2:

Launching a new form

Now you're on the HealthLink home page...

- Here you'll find a list of available services to refer patients.
- Within the **Referred Services** section, **c**lick on the link named **Transport for NSW**



Make a referral

Update referrals

Specialists, Allied Health Providers and GPs



SR Specialists+Referrals Refer to Private Specialist

Contact other health providers

General Services

NSW Certificate of Capacity

Compose a Letter or Report ReturnToWorkSA Work Capacity Certificate



Referred Services

ACT Public Outpatient and Community

Austin Health

Banyule Community Health

Chris O'Brien Lifehouse Services

Eastern Health

Hearing Australia Medical Certificate

Mercy Hospital for Women

My Aged Care Referral

Northern NISW LHD - eReferrals.

NSW Health Outpetient Referrals.

NSW Health Outpatient referrals - Far West LHD

NSW Health Outpatient referrals - Western Sydney LHD

NSW Health Outpatient referrals - South Eastern Sydney LHD

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Radiology Referrals

Spectrum Medical Imaging

Sydney Local Health District Services

Tasmanian Mental Health and Alcohol and Other Drugs

Transport for NISW - MASP

Application for ACT Approval to Prescribe Controlled Medicines

Austin Health eReferrals

ccCHiP - Cardiometabolic Health in Psychosis.

DPV Community Health

Head to Health

Medicare Mental Health (1900 595 212)

Monash Health

Northern Health

Northern Sydney Local Health District Services

NSW Health Outpatient referrals - Central Coast LHD

NSW Health Outpatient refemals - Western NSW LHD

NSW Health Outputient referrals - Illawarra Shoalhaven LHD

PRP Diagnostic Imaging

SA Health

Sydney LHD Women's Health and RPA Hospital Services

Tasmanian Health Service

Transport for NSW

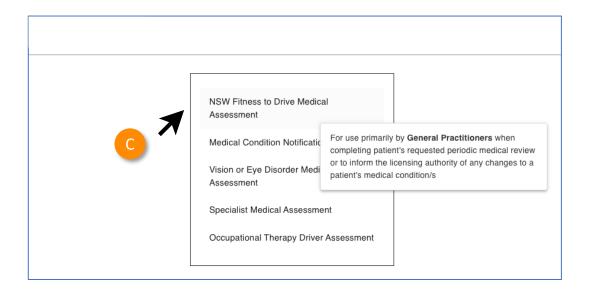
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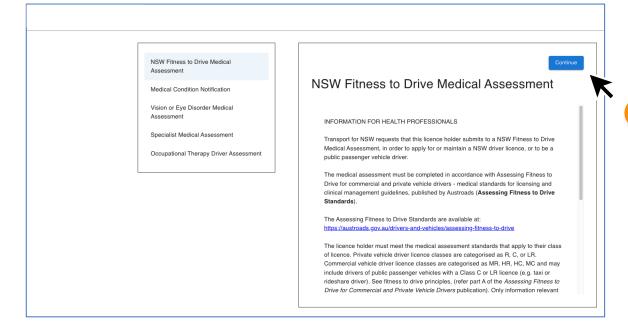
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Step 2: Launching a new form

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

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





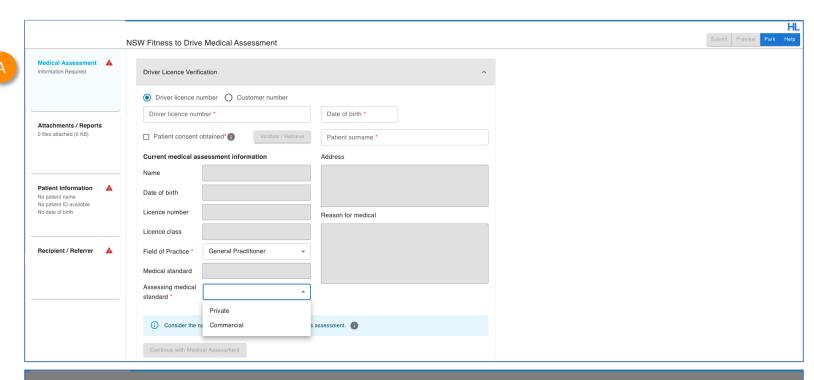
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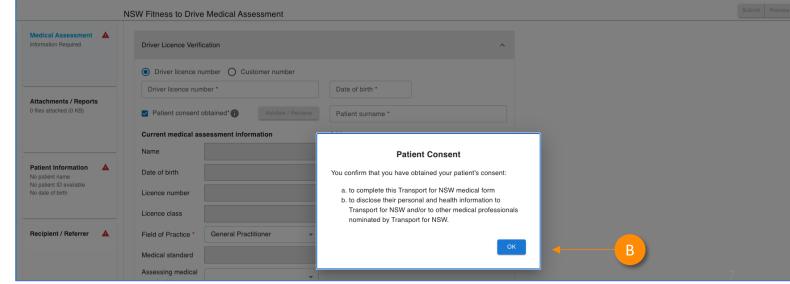
Now you've loaded the form to complete and submit.

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

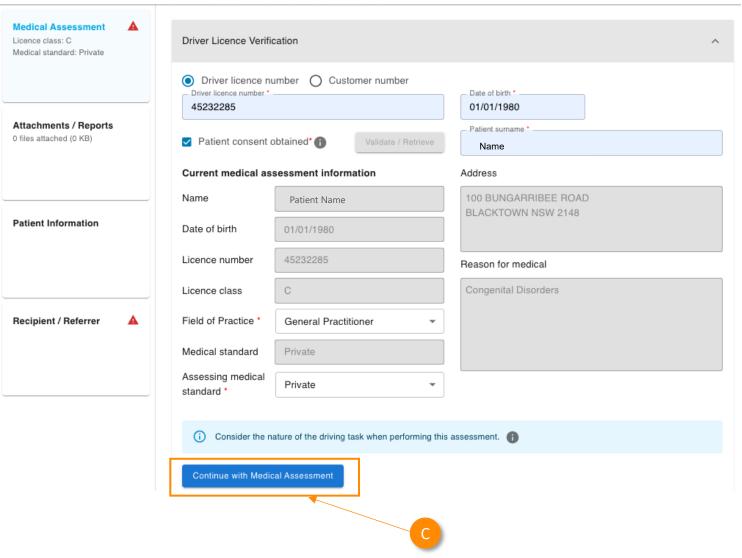
Note: Once you have ticked on the **patient consent obtained** box – the form will validate your patient's driver license number, and you will be able to proceed to their medical



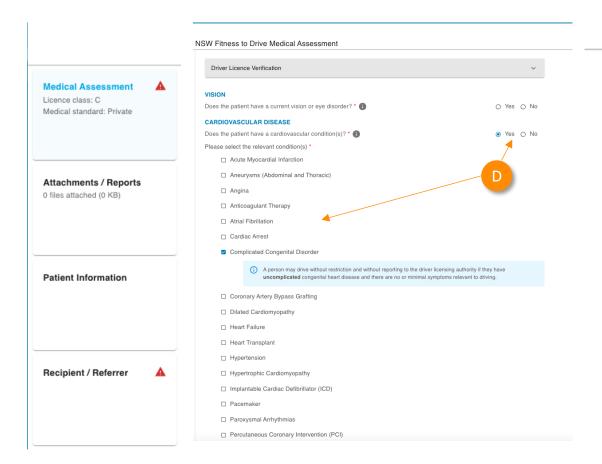


Once your patient's driver license number has been validated you will be able to continue with the **Medical Assessment**.

NSW Fitness to Drive Medical Assessment



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



Submit Preview Park Help

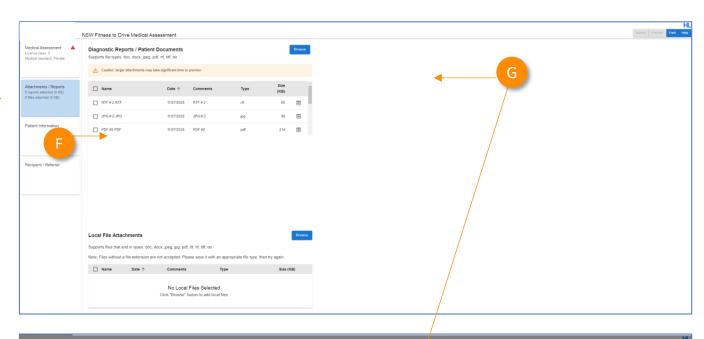
9 HealthLink

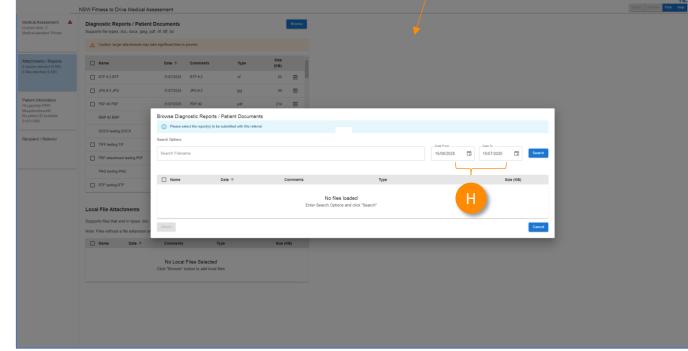
Attachments / Reports

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

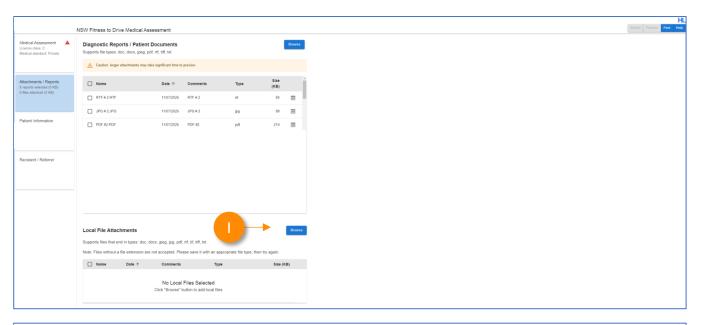
- stored in your Practice Management Software by clicking the **Browse** button.
 - **Note:** Make sure to update the date parameters if you want to see files that are older than six months.

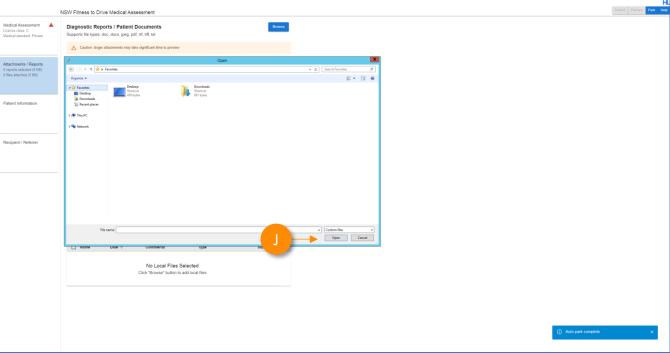




Attachments / Reports

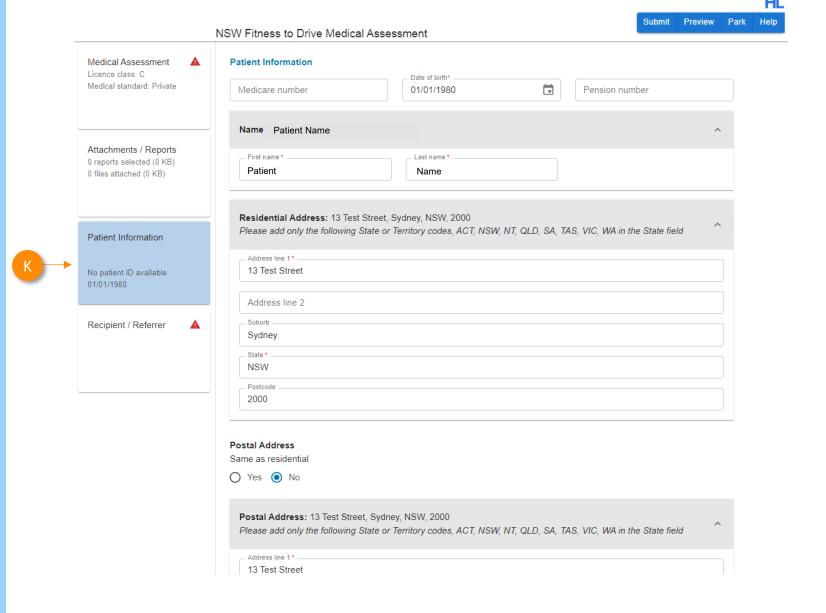
- Another option to add attachments is the ability to browse for files in your local computer's file by clicking the **Browse** button.
- Select the file for your local computer file and select **Open**.





Patient information

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



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Step 3:

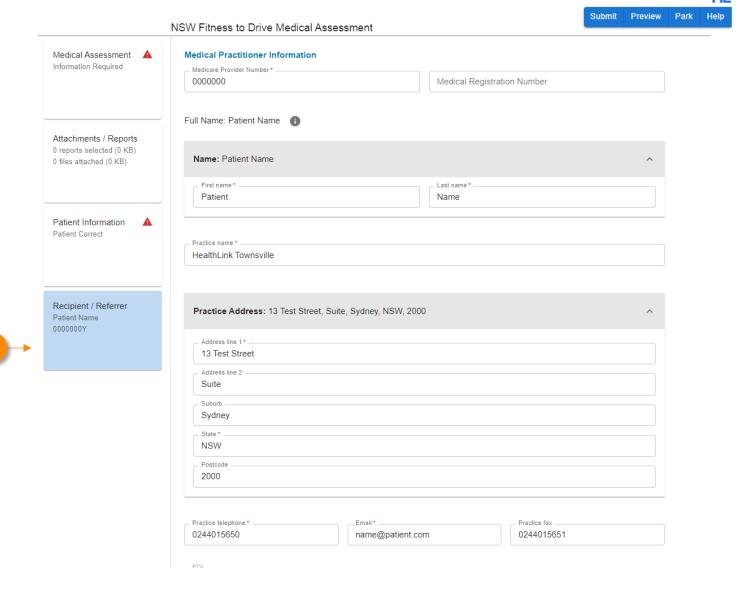
Completing the form

Recipient / Referrer

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.



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Step 4:

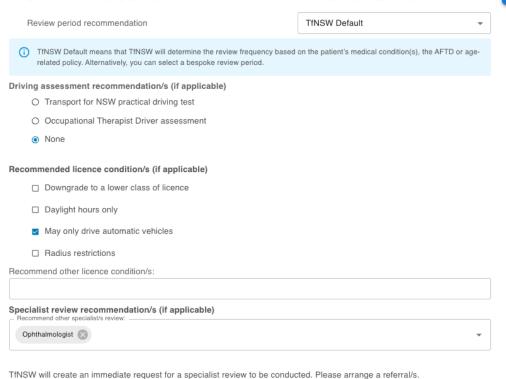
Previewing, Submitting and Parking

Previewing



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

NSW Fitness to Drive Medical Assessment Submit



DECLARATION



Applicant declaration read and accepted.*

□ Any additional comments on conditions likely to affect driving?

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



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.

Preview

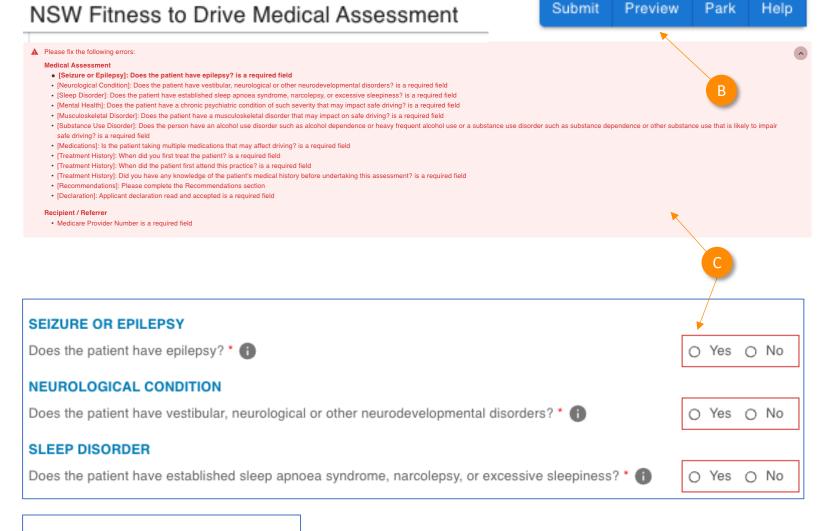
Park

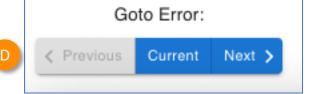
Step 4:

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





Step 4: Previewing, Submitting and Parking

Previewing / Parking

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

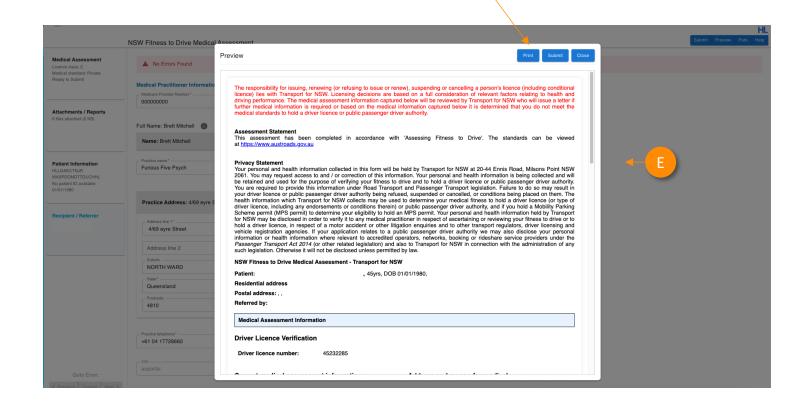
A copy of the form is saved directly to the patient file.

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.

NSW Fitness to Drive Medical Assessment







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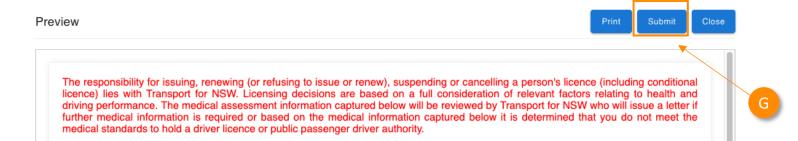
Step 4:

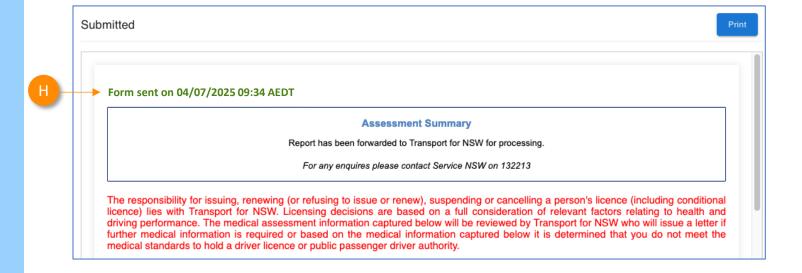
Previewing, Submitting and Parking

Submitting

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



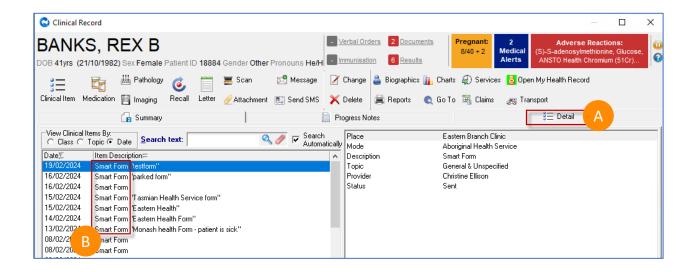


Step 5:

Locating Parked and Submitted SmartForms

Submitted and parked Smart Forms can be found in two locations within Communicare:

- Within the Details tab of a patient's Clinical Record.
- B Due to Communicare's naming convention SmartForms will all display with Item Description "Smart Form"...
- ...followed by what had been entered within the "Comments" field at the bottom of the Form screen (Shown in the screenshot above).

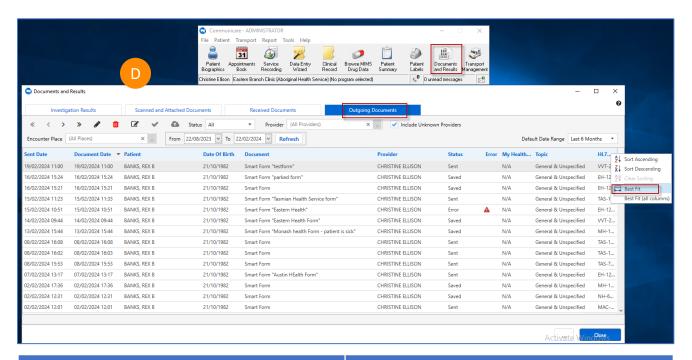




Step 5: Locating Parked and Submitted SmartForms

Continued...

Smart Forms for all patients can be located within the "Documents and Results" tab under the "Outgoing Documents heading. To better view the Message ID right click the "HL7 ID" tab and select "Best Fit". (this may be changed in the future)



Outgoing Document Status	Meaning
Saved	Form has been parked or auto-saved
Sent	Synchronous forms: Successfully submitted via the
	Message Gateway
	Asynchronous forms: Submitted and acknowledged
	through Message Exchange
Pending	Asynchronous forms only : Submitted through
	Message Exchange but not yet acknowledged
Error	Submitted through Message Exchanged and rejected
	or error response was received
Error- Dealt-with	User has marked and form with "Error" status as
	"Dealt with" – Usually after form has been resubmitted

Technical Support
1800 125 036
helpdesk@healthlink.net

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

www.healthlink.com.au

HealthLink

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