Quick Reference Guide
Online Specialist Assessment Form
Transport for NSW
1. Accessing the Online Form

Transport for NSW online form can be accessed through your **EMR system** or through an **online portal**.

**EMR Systems**

- If you are using an EMR system to complete the form, please proceed to **page 5**.
  - EMR systems that support the online form:
    - Genie Solutions
    - Best Practice
    - Medical Director
    - Medtech

For more details on where to find the online form within the EMR system, please refer to the applicable Quick Start guide for your EMR system which can be found at [https://au.healthlink.net/knowledge-base/](https://au.healthlink.net/knowledge-base/).

**Online Portal**

- If you are using the Online Portal to complete the form please continue to **page 3**.
2. Log in to MyHealthLink Portal

In your preferred Web Browser go to https://my.healthlinkportal.net. Log-in using your account username and password.

3. HealthLink Portal Homepage

On the right hand side, select **compose** to get access to the online form.

4. Services Landing Page

Select Transport for NSW
5. Patient Details

Enter all of the patient’s details in the fields provided and select ‘Next’. Anything that is marked with a * is a mandatory field.

**Important Note:** these details need to match what is on the patients NSW Driver licence/record to enable Transport for NSW to validate the customer.
6. Form Selection

From the list of forms, select ‘Specialist Medical Assessment’ then click the green continue button.
7. Driver Licence Verification

- Select and enter either a valid NSW ‘Driver Licence’ or ‘Customer’ number
- Tick ‘Patient Consent obtained’
- Click ‘Validate/Retrieve’ to confirm the patient’s details with Transport for NSW
8. Driver Licence Verification continued

- **Field of practice** = Please select your specialist type.
  - This will determine the questions that will be presented. E.g: Field of practice = Cardiologist, the form will show questions relevant to Cardiovascular conditions.

**Current medical assessment information**

<table>
<thead>
<tr>
<th>Name</th>
<th>MR Mavis Joan HUDSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>21/01/1965</td>
</tr>
<tr>
<td>Licence number</td>
<td>4756CI</td>
</tr>
<tr>
<td>Licence class</td>
<td>LR</td>
</tr>
<tr>
<td>Field of practice</td>
<td>Please Select</td>
</tr>
<tr>
<td>Medical standard</td>
<td>Please Select</td>
</tr>
<tr>
<td>Assessing medical</td>
<td>Please Select</td>
</tr>
<tr>
<td>standard</td>
<td>Please Select</td>
</tr>
</tbody>
</table>

Reason for medical:

Performing this assessment.

Address:

9 MALP STREET
WARILLA
NSW
2528
9. Driver Licence Verification continued

- ‘Assessing Medical Standard’ can be changed. However, this will be pre-populated with the medical standard currently recorded by Transport for NSW.
- Select ‘Continue with Medical Assessment’ to proceed.

Consider the nature of the driving task when performing this assessment.
10. Completing the Form

- Once you have generated the form, you will be presented with the questions relevant to your field of practice.
- Any pre-existing medical conditions that are recorded on the patient’s Transport for NSW record will be **pre-selected** within the form for easy processing.

**SLEEP DISORDER**

Does the patient have sleep apnoea or narcolepsy? 📰

Please select the relevant condition(s): *

- ❌ Narcolepsy

- Is the patient compliant with treatment?*

- Has the response to treatment been satisfactory?*

- Sleep Apnoea

- Is the condition well controlled?*

- Do you wish to comment on any other medical conditions?*

- 🔍 Please refer to [Assessing Fitness to Drive](#) Standards.

- If you click on the 📰 icons, you will be provided with a link to the ‘Assessing Fitness to Drive’ standards or helpful information about individual conditions.
11. Completing the Form – continued

You can comment on other medical conditions that are outside the ‘Field of Practice’ you initially selected. To do this just:

- Answer **Yes** to ‘Do you wish to comment on any other medical conditions’?
- Select the relevant Medical Condition category and answer the displayed questions.

Do you wish to comment on any other medical conditions?*  
○ Yes  ○ No

Any additional information provided for the sections below is for TfNSW information only and should not impact on your recommendation of fitness for your field of practice.

- [ ] CARDIOVASCULAR DISEASE
- [ ] COGNITIVE IMPAIRMENT
- [ ] DIABETES
- [ ] EPILEPSY
- [ ] HEARING LOSS
- [ ] MENTAL HEALTH
- [ ] MUSCULOSKELETAL DISORDER
- [ ] NEUROLOGICAL CONDITION
- [ ] SUBSTANCE MISUSE
- [ ] VISION
12. Treatment History

There are fields to provide Transport for NSW with information about how long you have been treating the patient.

**TREATMENT HISTORY**

- First visit

**RECOMMENDATIONS**

- Meets the medical criteria for unconditional licence - no further review required
- Meets the medical criteria for a conditional licence
- Does not meet the medical criteria for a driver licence - unfit to drive

**DECLARATION**

- Applicant declaration read and accepted*
13. Recommendations

The Recommendations section provides 3 options for you to provide your opinion about the patient’s medical fitness to drive.

- Meets the medical criteria for an unconditional licence – no further review required. *This option is only available if your patient has no relevant medical conditions.*

**RECOMMENDATIONS**

- ○ Meets the medical criteria for unconditional licence - no further review required
- ○ Meets the medical criteria for a conditional licence
- ○ Does not meet the medical criteria for a driver licence - unfit to drive

- Does not meet the medical criteria for a driver licence – unfit to drive. *To be used when your patient is temporarily unfit or permanently unfit to continue driving.*

**RECOMMENDATIONS**

- ○ Meets the medical criteria for unconditional licence - no further review required
- ○ Meets the medical criteria for a conditional licence
- ○ Does not meet the medical criteria for a driver licence - unfit to drive

Permanently Unfit means TfNSW will cancel the driver licence. Temporarily Unfit means TfNSW will suspend the driver licence until further medical clearance is obtained. Please select the duration*

- ○ Permanently Unfit
- ○ Temporarily Unfit
14. Recommendations continued

- Meets the medical criteria for a conditional licence. *To be used for a customer with medical conditions that will require ongoing review and/or additional assessments/licence conditions.*

**Important Note:** Please only select **applicable** additional information in this section. Only fields marked with a * are mandatory.
15. Attaching a report

If you have an additional report/information that you would like to provide Transport for NSW you can add an attachment.

To attach a report:

- Select the ‘Attachments/Reports’ tab on the right hand side.
- Click ‘Browse for Local File’ or ‘Browse for Patient Document’ (EMR systems only).

- Select the relevant document you wish to attach the select ‘Upload’
- Once uploaded you will see the document listed under the ‘Local File Attachments’

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Comments</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/07/2020</td>
<td>Quick Wins.docx</td>
<td></td>
<td>178 KB</td>
</tr>
</tbody>
</table>
16. Submitting a completed form

- Once you have completed a form all that is left to do is submit. In the top left hand click the ‘Submit’ button.

- If there are any mandatory fields that have not been completed you will received a message asking you to fix them before submitting the form.

Please fix the following errors:
- Is the condition well controlled? is a required field
- Has the response to treatment been satisfactory? is a required field


**SLEEP DISORDER**

Does the patient have sleep apnoea or narcolepsy? [ ]

Please select the relevant condition(s): *

- [ ] Narcolepsy
  - Is the patient compliant with treatment? * [ ]
  - Has the response to treatment been satisfactory? * [ ]
- [ ] Sleep Apnoea
  - Is the condition well controlled? * [ ]
  - Do you wish to comment on any other medical conditions? * [ ]
17. Submitting a completed form

• You will receive confirmation that the report has been received by Transport for NSW.

Referral Sent and Acknowledged on 27/07/2020 21:50 AEST

Assessment Summary
Report has been forwarded to Transport for NSW for processing.

For any enquires please contact Service NSW on 132213

• Base on how the form has been completed additional information may also be provided advising the patient of additional assessment/licence conditions they will require.

Referral Sent and Acknowledged on 04/08/2020 22:30 AEST

Assessment Summary
Report received by Transport for NSW and the following assessments/conditions are now required. The assessments/conditions listed below are additional to any other assessments that may have been requested already. You will receive a letter with additional information in the post.

Licence Conditions:
• May only drive auto vehicles (Added)

Specialist Assessments:
• Ophthalmologist Assessment

For any enquires please contact Service NSW on 132213
18. Printing or saving a copy

Once the form has been submitted you can print or save a copy of the PDF, just select the ‘Print’ button.

Or on the homepage under the ‘Submitted’ tab you will see all your previously submitted forms. You can select and review these reports at anytime.
19. Accessing submitted forms

EMR System

Any forms you have previously submitted for a patient can be found on the patient’s record. Each EMR system is different so please refer to the applicable Quick Start guide for your EMR system which can be found at https://au.healthlink.net/knowledge-base/.

Online Portal

On the homepage under the ‘Submitted’ tab you will see all your previously submitted forms. You can select and review these reports at anytime.
20. Park a Form

If you’re in the middle of completing the form and you need to do something else, you can ‘Park’ the form. This saves what you’ve currently done, allowing you to access it at a later time and pick up where you left off. To Park a form just click on the ‘Park’ button and close the form.

21. Retrieving and Submitting a Parked form

EMR System

Parked forms can be found on a patient’s record.
- The form should appear with a status of ‘Parked’.
- Double click on the form you wish to continue completing/submit and it will load ready for your action. For additional information please refer to the applicable Quick Start guide for your EMR system which can be found at [https://au.healthlink.net/knowledge-base/](https://au.healthlink.net/knowledge-base/).

Online Portal

On the homepage under the ‘Parked’ tab you will see all the forms you have ‘Parked’.
- Double click on the form you wish to continue completing/submit and it will load ready for your action.