



# Boned Return of Service System BRoSS

## Boned Medical Program **Participant User Guide**

January 2024



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## Welcome to the Bonded Medical Program

### Introduction

The purpose of this guide is to aid participants of the Bonded Medical Program (the Program) when using the Bonded Return of Service System (BRoSS), through every stage of the Program.

### About the Bonded Medical Program

The Program was implemented to help address the shortage of medical professionals in regional, rural, and remote areas of Australia. The Program provides a Commonwealth Supported Place (CSP) in a medical course at an Australian university in exchange for participants working in eligible locations after they graduate.

On completion of their medical course, Program participants commit to work in an eligible regional, rural, and remote area for up to three (3) years (156 weeks) as part of their 'Return of Service Obligation' (RoSO) under the Program.

The Program is delivered and supported by legislation:

- [Part VD of the Health Insurance Act 1973](#)
- [Health Insurance \(Bonded Medical Program\) Rule 2020](#) (the Rule)
- Information about participant privacy can be found at: [Privacy Act 1988](#)

More information and links to the legislation is available on the Department of Health and Aged Care website: <http://www.health.gov.au>.



## Bonded Participants

The Program is intended for new students starting their university medical course. However, existing legacy scheme participants of the Medical Rural Bonded Scholarship (MRBS) Scheme and Bonded Medical Places (BMP) Scheme can also apply to opt-in to the Program.

## Participant Obligations

Once you are a bonded participant of the Program, you must adhere to the obligations listed in the relevant legislative instruments. These include:

- completing your RoSO in an eligible regional, rural, or remote (Modified Monash Model (MMM) 2-7) areas and being undertaken in accordance with subsection 16(1) of the [Rule](#).
- keep all notifiable event and milestones up to date in BRoSS, in accordance with subsection 15(1-4) of the [Rule](#).
- keeping your personal details up to date, as per subsection 15(1.1) of the [Rule](#), so you continue to receive all required correspondence from the department.



## Completing your Return of Service Obligation (RoSO)

As stated in 'Part 2 – Return of Service Obligation (RoSO)' of the [Rule](#), bonded participants have 18 years to complete their return to service from the date they completed their medical course, with the following requirements:

- The three (3) years of RoSO can be completed over the 18-year period and can be undertaken in the following ways:
  - full-time, part-time or on a per-day basis
  - as a fly-in/fly-out doctor in eligible locations
  - on-call services in an eligible location
  - paid leave that is accrued from the rendering of such a professional service
  - outreach services in an eligible location
  - aeromedical evacuation and retrieval services to patients in an eligible location; and
  - telehealth services in an eligible location and delivered to patients in an eligible location.
- Under Section 9(3) of the [Rule](#), you are only able to reduce your RoSO by up to 18 months prior to Fellowship or within the first 12 years of your 18-year period. Once you become a Fellow or have commenced the 13th year of your 18-year period, whichever occurs first, you are able to complete the remaining 18 months of RoSO.

## Eligible RoSO locations

As per Section 10 – Eligible locations under the [Rule](#), bonded participants need to consider the following prior to entering your RoSO plan.

- Any geographic area that is classified as MMM 2, MMM 3, MMM 4, MMM 5, MMM 6 or MMM 7.
- Distribution Priority Areas (DPA) for general practitioners, which are locations with a shortage of medical practitioners but does not include inner metropolitan areas.
- outer and unclassified metropolitan Districts of Workforce Shortage (DWS) for specialists, which are locations with poor access to specialists, but does not include inner metropolitan areas.

When entering your RoSO plan into BRoSS, the system will advise if the location is eligible or not. If you have questions regarding the eligibility of the location, you can email us at

[BondedMedicalProgram@health.gov.au](mailto:BondedMedicalProgram@health.gov.au).



## What is the Bonded Return of Service System (BRoSS)

The Bonded Return of Service System (BRoSS) is the web-portal to assist bonded participants to plan, monitor and manage their own RoSO and notifiable event obligations under the Program.

BRoSS has extensive in-system guidance, notifications, and messaging so that participants are assisted throughout their Program experience. Information entered in BRoSS is used to support the bonded participant in tracking their progress in the Program, while supporting them to plan for their next stages and meet their Program obligations.

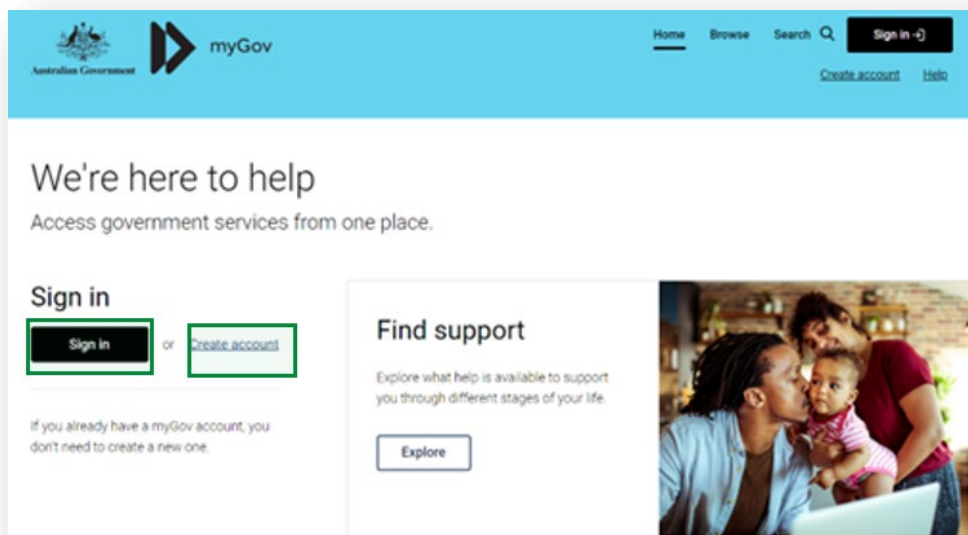
Bonded participants are responsible for ensuring that their own BRoSS record is kept up to date and contains information about the milestones and events they have achieved so that these count towards meeting their legislative requirements.

BRoSS has been built to incorporate the latest and most effective security and personal information authentication processes. BRoSS complies with the [Privacy Act 1988](#).

### 1. How to log in to the Bonded Return of Service System (BRoSS)

1.1. You will need to have a myGov account to log in to BRoSS. Go to [myGov Home](#).

- If you do not have a myGov account, please go to 'Create account' and follow the prompts to create an account. Log into your myGov account.
- If you do have a myGov account, go to **'Sign in.'**





1.2. Sign in with your myGov details.

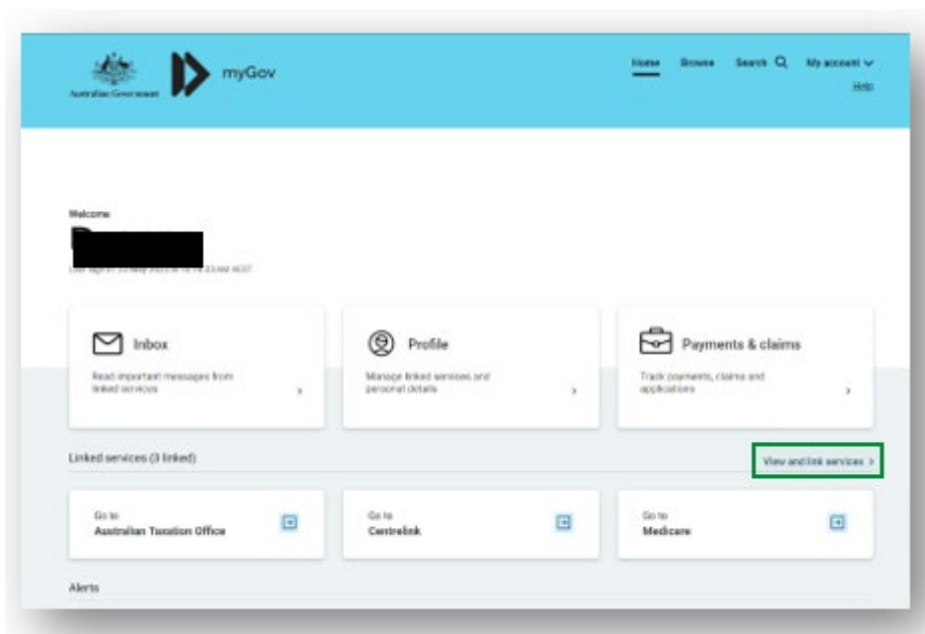
The screenshot shows the myGov 'Sign in with myGov' page. At the top is a blue header with the Australian Government logo, the myGov logo, and a 'Help' link. Below the header, there is a '< Back' link and the title 'Sign in with myGov'. A sub-header says 'Choose how to sign in from these 2 options'. The selected option is 'Using your myGov sign in details'. It contains two input fields: 'Username or email' and 'Password'. Below the 'Username or email' field is a link 'Forgot username'. Below the 'Password' field is a 'Show' button and a link 'Forgot password'. At the bottom of the form is a blue 'Sign in' button. Below the button is a link 'Create a myGov account' with the text 'if you don't have one already.' and an 'or' separator.

1.3. Authenticate your login.

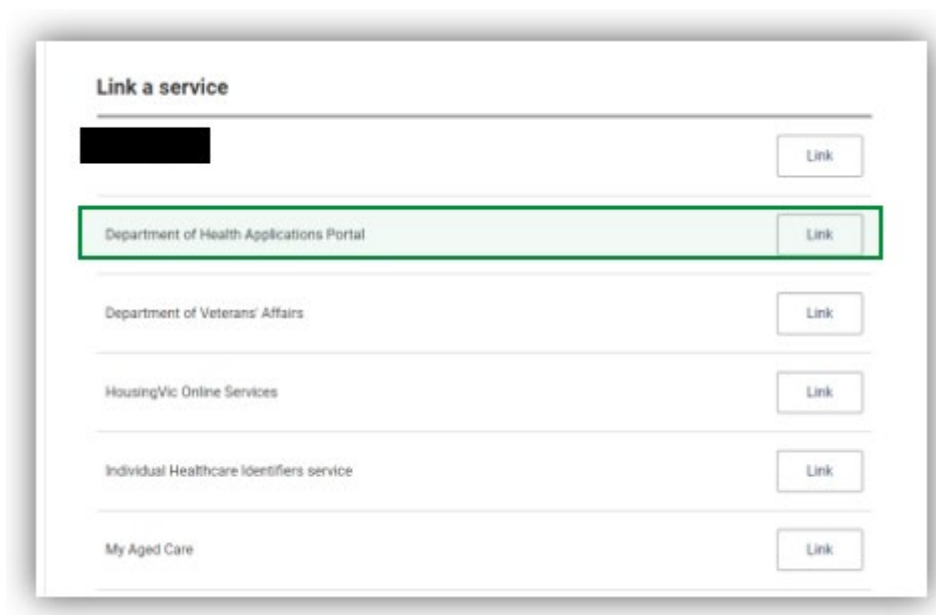
The screenshot shows the myGov 'Enter code' page. At the top is a blue header with the Australian Government logo, the myGov logo, and a 'Help' link. Below the header, there is a title 'Enter code'. A message says 'We sent a code by SMS to your mobile number XXXX XXX 937.' Below this is a 'Code' label and a single-digit input field. Below the input field is a red error message 'Enter the 6 digit code we sent to your mobile number' and a link 'I didn't get my code' with a dropdown arrow. At the bottom of the form are two buttons: 'Next' (blue) and 'Cancel' (white). At the very bottom of the page is a black footer with links for 'Terms of use', 'Privacy and security', 'Copyright', and 'Accessibility'. Below these links is the Australian Government logo, the myGov logo, and a statement: 'We acknowledge the Traditional Custodians of the lands we live on. We pay our respects to all Elders, past and present, of all Aboriginal and Torres Strait Islander nations.'



- 1.4. You will need to link the **'Department of Health Applications Portal'** to your services by clicking the **'View and link services'**.



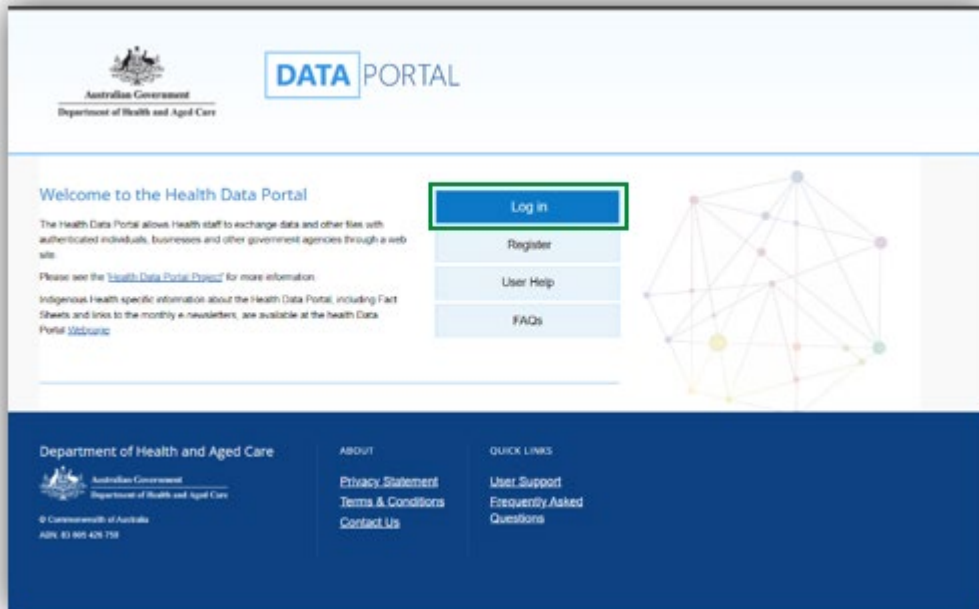
- 1.5. Scroll to the service and click **'Link'**.



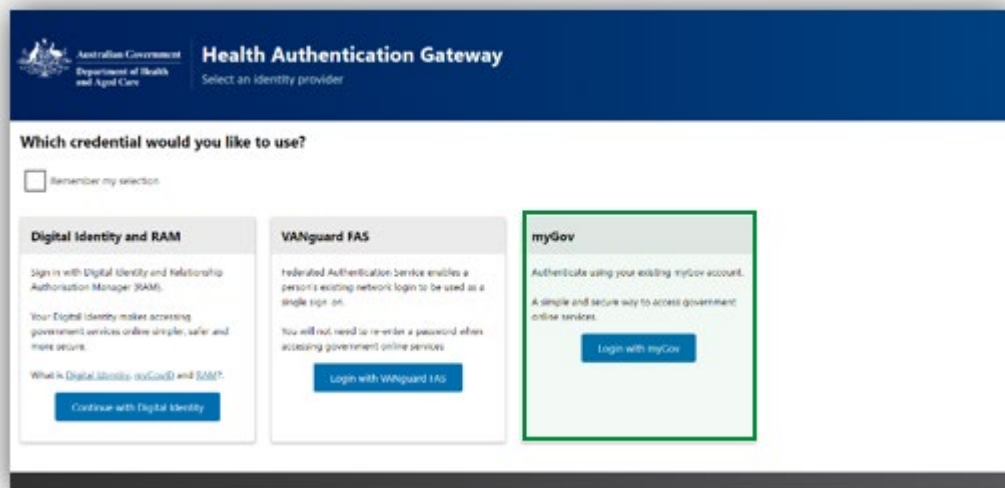




1.6. You will be taken to the Health Data Portal page, click **‘Log in’**.



1.7. Select **‘Login with myGov’** as your log-in credential choice.





1.8. Enter your BRoSS user ID and your linking code on the '**Health Authentication Gateway**' page.

**Please note:** This will be a once-off action. Once you have linked '**Department of Health Applications Portal**' as a service, the next time you try to sign in to BRoSS you will not be required to enter your BRoSS User ID (Username) and linking code or Temporary Password (Password).

Your BRoSS user ID and linking code will be found within the '**Firm offer**' email or the '**Welcome to the Bonded Medical Program**' email sent to your registered primary email address.

1.9. You will be taken to the Health Data Portal, on the menu bar, select '**BRoSS**'.

1.10. Your dashboard will open – proceed to step 2.



## 2. Accepting your Bonded Medical Program Firm Offer Place

Once your university position has been confirmed, you will receive an email from the department - **'FIRM OFFER APPLICANT – BONDED MEDICAL PROGRAM'** which will contain information on the Bonded Medical Program including your BRoSS User ID and Temporary Password to log in to the system.

After logging in to your BRoSS record following the steps in the ['How to Log in to the Bonded Return of Service System \(BRoSS\)'](#), your **'My dashboard'** page will open.

Review all the information on the left-hand side of the page by opening the accordions.

Under **'Update your details'** accordion, review and update your **'Personal contact details'** and **'Mailing address'** information by clicking on the **'Edit'** button on the bottom of the page. Ensure all mandatory fields (marked **orange** in the Edit pages) are correct and click **'Save'**.



Update your details

To keep the Program informed, update your personal contact details when there is any change.

Personal contact details

Use this task to update your personal contact details.

Given names

Jane

Family name

Citizen

Date of birth

01-01-2001

Contact details

Contact email

test@health.gov.au

Phone

Alternate contact details

To keep the Program informed, you may provide an alternate email and phone number.

Alternate email

-

Alternate phone

-

Uploaded evidence

No documents uploaded

Edit

Update your details

To keep the Program informed, update your personal contact details when there is any change.

Personal contact details

Mailing address

Use this task to update your mailing address details.

Address line 1

-

Address line 2

-

City/Suburb/Town

-

State/Territory

-

Country

Australia

Postcode

-

Edit



Once your details are updated either click on the **‘Proceed with Sign-up’** link or open the **‘Sign-up’** accordion for the agreement to participate.

My dashboard - Jane Citizen

**Important information**

**Welcome**

Welcome to the Bonded Medical Program (the Program), a key long-term initiative in the Australian Government's Stronger Rural Health Strategy. In the future you will provide much needed medical services to Australians living in regional, rural and remote areas.

As a Firm Offer Applicant, Deakin University has advised the Department of Health and Aged Care (health) that you have been offered and have accepted a bonded Commonwealth Supported Place (CSP) in the following medical course commencing in the 2023 academic year:

University	Deakin University
Campus	Geelong Campus
Course name	Doctor of Medicine (MD)
Entry	Postgraduate
Length of course	4 years
Student ID	000000

> Learn

> Plan

> Update your details

> Sign up

**Important**

Acceptance due date	Time left to accept
1 July 2023	80 days

**What to do next**

You **must** agree to participate in the Bonded Medical Program on or before 1 July 2023.

Failure to do this will result in your bonded Commonwealth Supported Place at Deakin University being withdrawn.

Participants of the Program are bound by Part VD of the Health Insurance Act 1973 and must abide by the Health Insurance (Bonded Medical Program) Rule 2020 (the Rule).

Before confirming your agreement to participate in the Bonded Medical Program you should seek independent legal advice so that you understand what your obligations are while you are a participant.


You can confirm your agreement to participate in the Bonded Medical Program in the Sign up section below. The information in the **Sign up** section is also available to be downloaded.

**Learn and Plan**


For more information use the **Learn** and **Plan** sections to find out more about the Bonded Medical Program, what it offers you and how the Program's obligations can work best for you and your medical career.

Proceed with sign-up?



 Sign up

Jane Citizen - Applicant

 Download PDF  
Copy of Part VD of the Health Insurance Act statement to participate in the Bonded Medical Program (PDF) 48KB.

### The Bonded Medical Program

In this Section you are provided with the opportunity to agree to participate in the Program.

Should you not wish to participate please contact your university and advise that you will not be participating in the Program.

To learn more about the Program requirements before you agree to participate, please refer to the Learn and Plan sections on this page. Further information is also available at:

- [Part VD of the Health Insurance Act 1973](#) (external link)
- [Health Insurance \(Bonded Medical Program\) Rule 2020](#) (external link)
- [Privacy Act 1988](#) (external link)

### Participation in the Bonded Medical Program

The Bonded Medical Program (the Program) is a statutory scheme which provides students with a Commonwealth Supported Place (CSP) in a medical course at an Australian university, in return for a commitment to work in regional, rural or remote areas for a specified period fulfilling their Return of Service Obligation (RoSO).

### Agreement to Participate

By agreeing to participate in the Bonded Medical Program below you will automatically enter the program and become a Bonded Medical Program participant.

Participants of the Bonded Medical Program are bound by Part VD of the *Health Insurance Act 1973* (the Act) and must abide by the *Health Insurance (Bonded Medical Program) Rule 2020* (the Rule).

You become a Bonded Medical Program participant

(1) if:

- a. you reside in Australia; and
- b. you:
  - i. are an Australian citizen; or
  - ii. hold a permanent visa; and
- c. you have been offered a place in a course of study in medicine at an Australian university; and
- d. the offer is subject to you participating in the Bonded Medical Program; and
- e. you have accepted that offer and you are enrolled in the course of study in medicine at that Australian university; and
- f. you have agreed to participate in the Bonded Medical Program using a web portal maintained by the Department

You are a bonded participant in the Bonded Medical Program on and after the day you agree to participate in the Program until an event mentioned in subsection (4) of The Act applies in relation to you.

☐ Check this box to confirm you agree to participate in the Bonded Medical Program

Further information

For your information links to the Act and Rules is provided below:

Submit

Cancel





Read the information and if you agree, check the **‘tick box’** and click **‘submit’**.

A screenshot of a web form for the BRoSS program. At the top, there is a green checkmark icon in a box, followed by the text "Check this box to confirm you agree to participate in the Bonded Medical Program". Below this, there is a section titled "Further information" with a line of text: "For your information links to the Act and Rules is provided below:". At the bottom of the form, there are two buttons: "Submit" (highlighted with a green border) and "Cancel".

A pop-up page will confirm your acceptance into the Program. Click **‘Go’**.

A screenshot of a confirmation page. On the left, there is a green vertical bar with a white checkmark icon. To the right of the bar, the heading "Congratulations" is displayed. Below the heading, the text reads: "Congratulations, you have agreed to participate in the Bonded Medical Program. As of today, 13/04/2023 12:38:04 AEST you are a bonded participant of the Bonded Medical Program. Please click the **Go** button to open the BRoSS dashboard for participating students." At the bottom of the page, there is a green button labeled "Go".

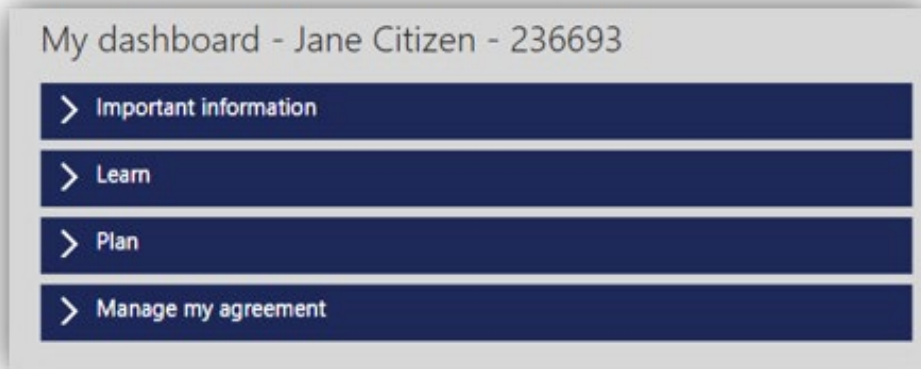
Now you are a participant of the Program, your dashboard will update with the latest information about your obligations under the Program and your progression through your career.

A screenshot of the BRoSS dashboard for a user named Jane Citizen (ID: 236693). The dashboard is divided into two main sections. The left section, titled "Important information", contains a welcome message, details about the program's purpose, and instructions for participants. It also includes links for "Learn and Plan", "Your Details", and "Your Program Timeline". The right section, titled "Tasks", contains a "Plan my RuSO" button, a "My Program information" button, and a "Program timeline" section. The timeline shows five stages: Student, Intern, House officer, Specialist, and Fellow. Below the timeline, there are two sections: "RuSO planning (Planning)" and "RuSO summary (Planning)". The "RuSO planning" section shows a progress bar for "20.0 uncompleted" and a "Change units" link. The "RuSO summary" section shows a progress bar for "10.0 remaining" and a "Change units" link. At the bottom of the dashboard, there is a "My current notifications" section with a "Get started" button and a "Get started" button.



### 3. Navigating your Participant Dashboard

When logging in after accepting your place in the Program or opting-in from your Legacy Scheme, your personal dashboard will contain information to guide you through your obligations under the Program.



**Important Information:** is used to communicate key messages about the Program to participants.

**Learn:** contains helpful information about the Program and your obligations, including your reporting requirements from the time you join the Program to the time you exit. BRoSS will assist you in managing your reporting requirements and advise what support is available to you to answer any Program questions.

BRoSS contains all functionalities for participants to self-manage their reporting obligations. This includes in-built messaging, guidance and emails which will alert participants to their reporting obligations even if you have not logged into BRoSS for a time.

**Plan:** contains helpful information about the Program and your RoSO obligations, including eligible work types, how and when you can complete your RoSO and what tools are available in BRoSS to help you plan, activate, and complete your RoSO via the self-management functions.

**Manage My Agreement:** contains a couple of key functionalities. Here you can download a copy of your agreement to participate, which includes your official commencement date. You can also request a Program extension for exceptional circumstances only and/or a Program withdrawal quote calculation.

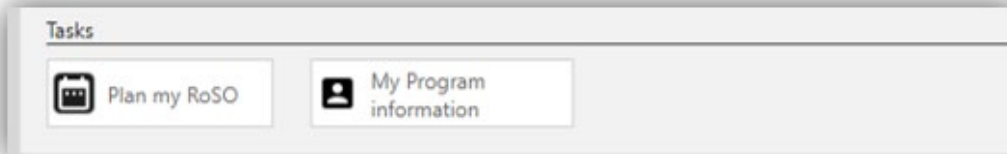
#### Tasks

The Tasks banner on the right, will change depending on the phase you are currently at and will allow you to quickly jump straight to planning your RoSO, managing your RoSO activities and notifiable events or manage your personal details.

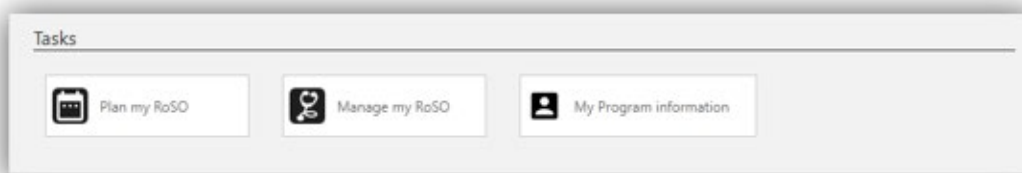




### Student Phase Tasks



### Internship to Fellow Phase Tasks



### Program Timeline

The '**Program Timeline**' shows your last updated phase. You can click directly on your current phase or previous phase, to take you to the related notifiable events and any RoSO activities.

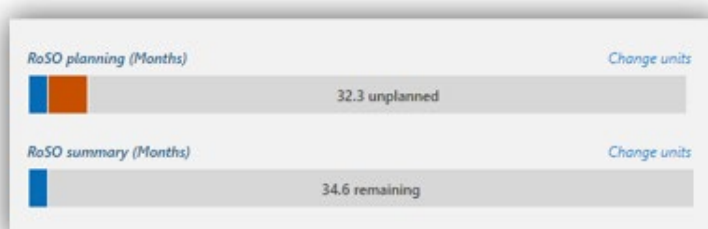
A green icon with a tick indicates that this phase of the timeline has been completed, a blue icon indicates that the phase is still underway, and the greyed-out icons represent the phase(s) yet to be commenced.



### RoSO Planning and Summary Bar

These bars show the amount of RoSO you have planned (**orange**), current/commenced (**blue**) or completed (**green**) and your remaining RoSO balance (grey).

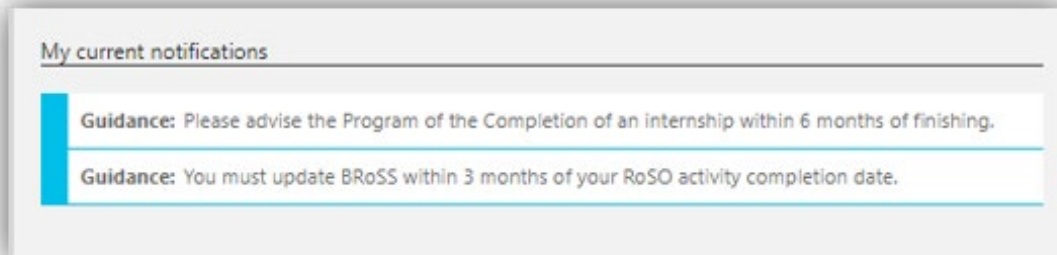
The '**Change units**' button located to the right of the section will change the way your RoSO is displayed, from weeks to months and vice versa.



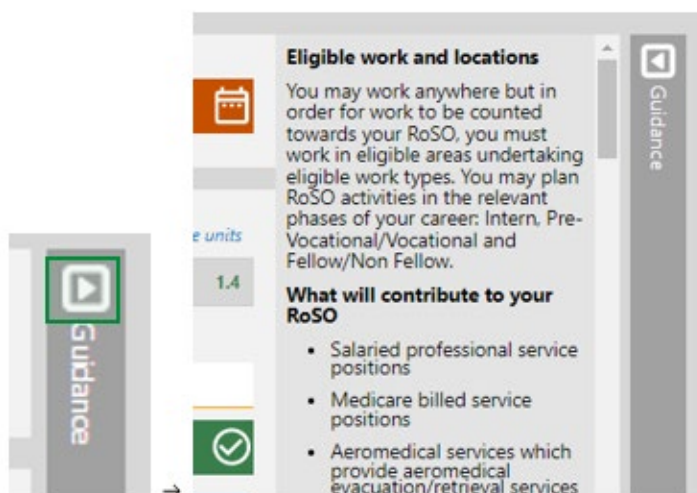


### My Current Notifications

The ‘**My current notifications**’ area provides guidance on actions that are required to be undertaken in BRoSS. It will also let you know if you are approaching a reporting deadline.



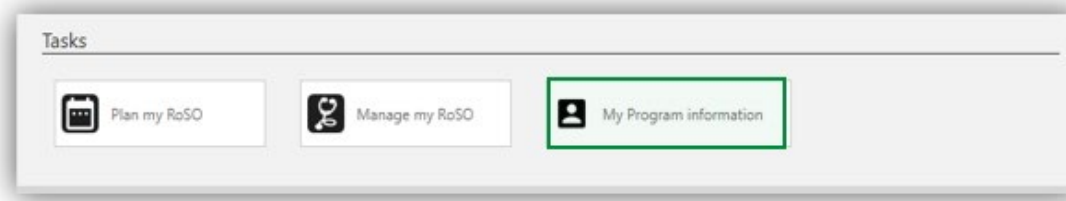
**BRoSS Guidance Bar** –is an in-system guidance feature built into every page on the right-hand side listed as ‘Guidance’. Click on the arrow to read about the current page, Program information and what each field is for. To close the ‘Guidance’ bar click on the arrow and it will close.





#### 4. Entering Medical Course duration or attendance changes

Under the Program you are required to update your BRoSS record with your attendance during your time at university. To update this information, from your **'Dashboard'** under **'Tasks'**, click the **'My Program information'** button.



In the **'My Program information'** page, you will need to go down to open the **'Medical course timeframe'** accordion.

Medical course timeline showing length of course (determined by University), expected completion date (calculated by BRoSS and Actual completion date (automatically uploads from student phase

> Medical course details

Medical course timeframe

Keep the Program informed o affects the course timeframe.

Length of course **4 years**

Expected medical course completion date **31-12-2019**

Actual medical course completion date **01-07-2020**

Current academic Program

Length of Course--cannot be changed as set by the University.¶

Expected medical course completion date is calculated by BRoSS using information from the University or the below table.¶

Actual medical course completion date is automatically updated from your 'Student' phase on the 'Manage my RoSO' page.¶

Academic year	Attendance	Action
2016	Full year	View/Edit
2017	Full year	View/Edit
2018	Full year	View/Edit
2019	Full year	View/Edit Remove

Add year

Calculate CSP

When you click on the **'View/Edit'** link under the Action column, the **'Edit: Course attendance'** page will open to allow you to update your attendance for this year. Click **'Edit'** button to update the information on the page. You will need to upload your required evidence to be able to **'Save'** any updates.



**Edit : Course attendance**

Academic year **2017**

Attendance change **Full year**

- 
- Full year
- Half year only
- Full year deferred

No documents listed

**Save** **Cancel**

If you have deferred or repeated a year, you will need to use the **'Add year'** link and update the **'Add: Course Attendance'** for that year using the drop-down options, then upload your relevant evidence and click 'Save' to go back to the **'Medical course timeframe'** accordion.

Academic year	Attendance	Action
2016	Full year	View/Edit
2017	Full year	View/Edit
2018	Full year	View/Edit
2019	Full year	View/Edit   Remove

**Add year**

**Add : Course attendance**

Academic year **2021**

Attendance change **-**

- 
- Full year
- Half year only

No documents listed

**Save** **Cancel**

Your **'Expected medical course completion date'** will be updated with your changes.



Medical course timeframe

Keep the Program informed of any added time from leave or deferral that affects the course timeframe.

Length of course **4 years**

Expected medical course completion date **30-06-2020**

Actual medical course completion date **01-07-2020**

Current academic Program

**Warning** - The total years of attendance does not equal the length of the course. Calculating CSP will not generate an accurate figure. Please adjust the course timeframe to match the course length.

Academic year	Attendance	Action
2016	Full year	<a href="#">View/Edit</a>
2017	Full year	<a href="#">View/Edit</a>
2018	Full year	<a href="#">View/Edit</a>
2019	Full year	<a href="#">View/Edit</a>
2020	Half year only	<a href="#">View/Edit</a>   <a href="#">Remove</a>

[Add year](#)

[Calculate CSP](#)

This Warning message is to advise you that your actual attendance is different to your university course length.

Calculate CSP—allows you to view an estimate of the cost of your Bonded place. If you have an Academic year in the future the amount may not yet be available.

View: Calculate CSP

**Warning** - The total years of attendance does not equal the length of the course. Calculating CSP will not generate an accurate figure. Please adjust the course timeframe to match the course length.

Academic year	Attendance	CSP
2016	Full year	\$22,472
2017	Full year	\$22,809
2018	Full year	\$20,151
2019	Full year	\$23,590
2020	Half year only	\$12,007
Total		\$104,029

[Close](#)



## 5. Entering a Planned RoSO Event

Under the Program you are required to enter a Planned RoSO event:

**For participants joining as a new student:** you must register a RoSO plan no later than the day you finish your medical course. You are then required to log into BRoSS every six months from the completion date of your medical course to confirm or update the details of your RoSO plan.

**For opted-in Bonded legacy scheme participants:** you must register a plan within three (3) months from the date of opt-in. You are then required to log into BRoSS every six (6) months to confirm or update your personal details or the details of your RoSO plan.

To plan a RoSO activity, click on the **'Plan a RoSO activity'** button on the **'Manage my RoSO'** page from your **'Dashboard'**, this will take you to the **'Plan a RoSO activity'** page.



All mandatory fields are marked in orange, which includes:

- **RoSO Activity Name:** When naming your RoSO activity provide a descriptive title for this specific RoSO activity. This could include the Practice Name and Location.
- **Career Stage:** as RoSO activities can be planned in advance, the career stage selection is to identify the stage in which the RoSO activity may be completed in.



- **Employment Type:** you can select one of the following employment types, this will need to match your 'Expected hours per week' entered in the Estimated RoSO information.



**Please note:** work can be undertaken in the following basis:

**Full Time:** 35 hours or over per week.

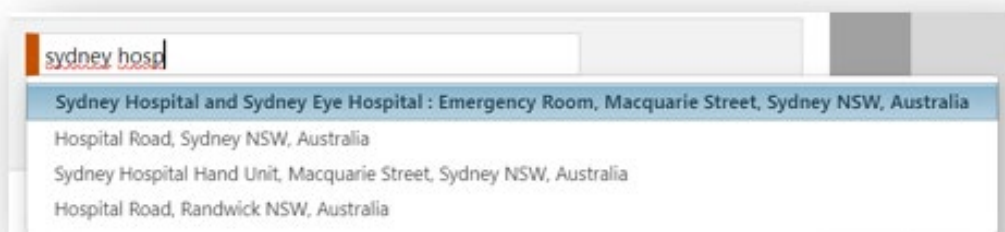
**Part Time:** at least 20 hours, but less than 35 hours per week.

**Per Day:** less than 20 hours in a week.

- **Planned location:** can either be searched by selecting a generic search '**I have an idea of the location**' button or entering the full address by selecting '**I know the full address**'.

When using the '**I have an idea of the location**' selection, enter the suburb or town to get the planned location eligibility. Noting: this will only advise of the MMM classification and not the DWS or DPA results.

When using the '**I know the full address**' selection, enter the full address of the location into the '**Find an address**' bar, pre-filled results will show below the bar, select the correct address by clicking on the relevant address from the drop-down menu.



- Once you have selected the location, BRoSS will inform you if the location is eligible by displaying a **red**, **orange** or **green** automated banner.

**Please note:**

BRoSS contains an in-built eligible location search function. Participants can enter a town, suburb, or the full street address, BRoSS will return an immediate assessment of the location eligibility. BRoSS will also let you know if that location is eligible for use towards scaling benefits.

Once you have reached your Vocational phase, you can review your eligible DWS or DPA locations for your specialty through BRoSS. There is no longer a need to contact the department to require your specialty location to be assessed. If BRoSS returns an ineligible location assessment you can request the department to review this by selecting '**location override**' this will automatically generate a case ticket in the department's case management system.





**Please note:** all inner metropolitan location override requests will be automatically denied per the [Rule](#).

**Estimated RoSO:** once you know the location is eligible you must enter the dates and hours for the RoSO activity. You can enter this using a proposed period for future RoSO planning that is not confirmed by selecting the **‘I have an idea of the timeframe’** button or if you know the exact period by selecting the **‘I know the planned start and end dates’** button.

You will be required to enter the **‘Commencement date’**, the **‘Proposed completion date’** and the **‘Expected hours per week’**. Once these mandatory fields (orange fields) are completed select **‘Calculate’** this will display the amount of RoSO that can potentially be reduced from your obligation for this period of work

Commencement date 04/06/2023

Proposed completion date 24/06/2023

Cancel dates

Expected hours per week

Hours	Minutes
35	00

Calculated RoSO Weeks 3.0 [Show breakdown](#)

Calculate



Commencement date

Partial week: Start  Hours  Minutes Your RoSO activity starts with a partial week. How many hours were worked between 05/06/2023 - 10/06/2023

Proposed completion date

Partial week: End  Hours  Minutes Your RoSO activity ends with a partial week. How many hours were worked between 18/06/2023 - 23/06/2023

Expected hours per week  Hours  Minutes

Calculated RoSO Weeks **3.0** [Show breakdown](#)

To finalise the plan, select '**Save Plan**' at the bottom of the page.

**Please note:** BRoSS calculates a week from Sunday to Saturday, if your start date or end date falls on a day different to these, you will be asked to enter your partial week hours for a specific period.



## 6. Edit a Planned RoSO Event

You can edit a '**Planned RoSO activity**' at any time by clicking on the RoSO activity name in blue text in the '**RoSO Activity planning**' accordion.

Pre-fellowship RoSO activity

Planned - Planning [Delete](#)

2.3 months eligible service - Start June-2023

Part Time

2 River St  
Moruya, NSW, Australia [MM 5](#)

Advisory

[Activate this planned activity](#)  
Provide evidence on commencing this service. [Activate and Advise](#)

☒ Add to Estimated RoSO summary [Add to Estimated RoSO summary](#)

Click the '**Edit**' button on the '**Planned RoSO activity**' page to edit the details, then click '**Save**' to update the '**Planned RoSO activity**'.

Planned RoSO activity

*RoSO activity details*

RoSO activity name **RoSO Plan**

RoSO activity goal notes **No goal notes added**

Employer name **-**

Career plan **Pre-fellowship**

Employment type **Full Time**

*Planned location*

Planned location **145 Meehan St, Yass, New South Wales, 2582**

Modified Monash classification **MM 4 (2019)**

*Calculated RoSO*

Planned commencement **02-04-2023**

Planned completion **29-04-2023**

Expected hours per week **38h 00m**

Calculated RoSO Weeks **4.0** [Show breakdown](#)

[Edit](#) [Close](#)

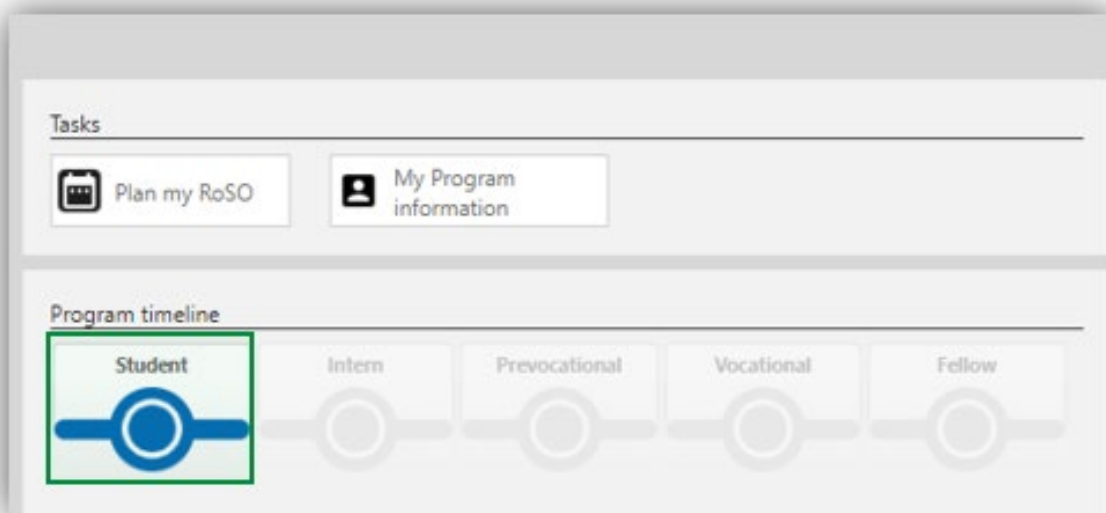
Edit all the required information and click '**Save**'.



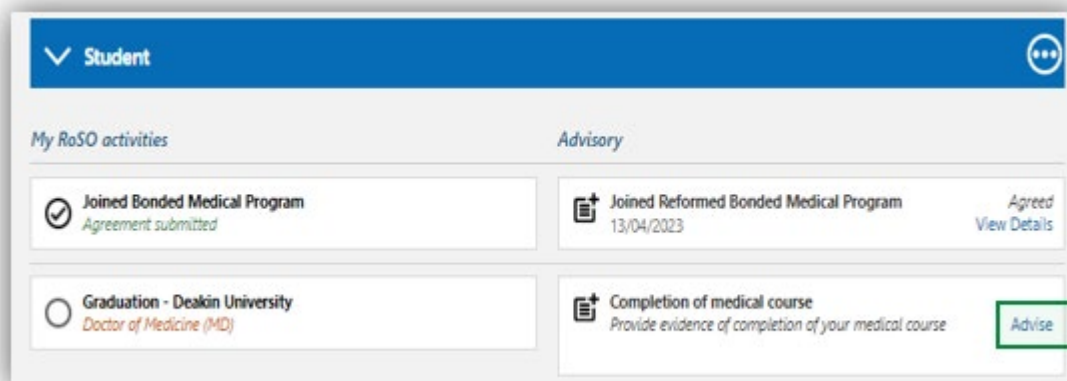
## 7. Completing Student Phase

To update your **'Student'** phase with your medical course completion, go to your **'Manage my RoSO'** page and select the **'Student'** accordion.

You can get to your **'Manage my RoSO'** page by clicking on the **'Student'** button under the Program timeline.



On the **'Completion of medical course'** tile click the **'Advise'** link.





In the **'Advisory: Completion of medical course'** fill in the required information, upload your evidence and click **'Submit'**.

**Advisory: Completion of medical course**

The following details are required to notify the Program of the successful completion of the medical course.

**Dates**

Date of evidence

Actual date of completion

**Upload evidence**

Upload evidence of course completion from the University.

Document 1: BRoSS Medical Course Completion evidence.pdf

**Planned internship commencement**

Internship training starting date goal

After submitting this advisory, your **'Student'** accordion will change to **green** with a tick and the **'Intern'** accordion will now be **blue**.

**Phase tasks**

> Student ✓

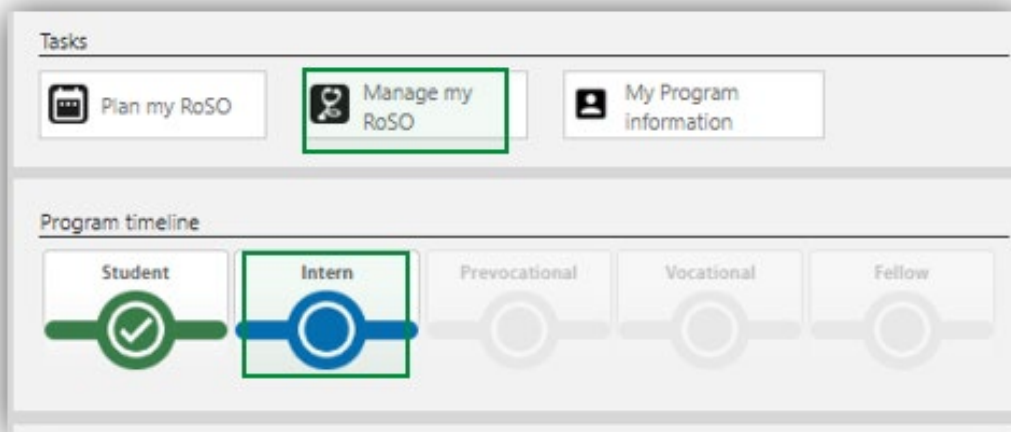
▼ Intern ⋮



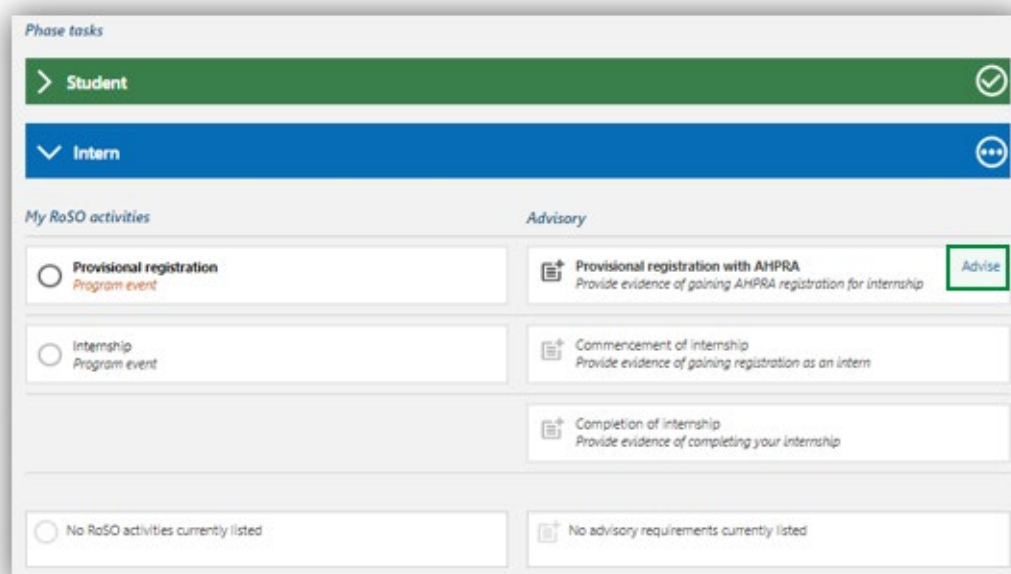
## 8. Entering your Internship information

To update your **'Intern'** phase with your APHRA registration and internship details, go to your **'Manage my RoSO'** page and then select the **'Intern'** Accordion.

You can get to your **'Manage my RoSO'** page from your dashboard by clicking on either the **'Manage my RoSO'** button or the **'Intern'** button under the Program timeline.



To enter your **'Provisional registration with APHRA'** click on the **'Advise'** link.





In the **'Advisory: Provisional registration with AHPRA'** complete the mandatory fields (orange fields) and upload the required evidence. Click **'Submit'** once completed.

**Advisory: Provisional registration with AHPRA**

The following details are required to notify the Program of attainment of AHPRA provisional registration

**AHPRA registration details**

Date of provisional registration

Date registration notification provided

Provisional AHPRA registration number

**Provider details**

Please provide the Medicare number provided on registration.

Medicare provider number

**Upload evidence**

Upload a PDF, scan, or photograph of your AHPRA Provisional Registration Certificate.

[Choose Files](#)

No documents listed

[Submit](#) [Cancel](#)

You will be taken back to the **'Manage my RoSO'** page, there will now be green text with a tick next to the event tile.

To enter your **'Commencement of internship'** details click the **'Advise'** link.

**Intern**

My RoSO activities

☒ **Provisional registration**  
Program event

☐ **Internship**  
Program event

**Advisory**

☒ **Provisional registration with AHPRA**  
25/05/2018 [Advised](#) [View Details](#)

☒ **Commencement of internship**  
Provide evidence of gaining registration as an intern [Advise](#)

☐ **Completion of Internship**  
Provide evidence of completing your internship

In the **'Advisory: Commencement of internship'** complete the mandatory fields (orange fields), adding your facility address and upload the required evidence. Click **'Submit'** once completed.



**Advisory: Commencement of internship**

The following details are required to notify the Program of the successful commencement of your internship.

**Dates**

Date of internship commencement

Expected completion date

**Internship details**

Position name

Facility name

Expected hours per week

Employment type

**Facility address**

**Upload evidence**

Upload a pdf, scan or photograph of supporting documentation concerning the internship.

No documents listed

**Please note** – this address is only to record your internship details. Any eligible RoSO needs to be entered though '[Plan my RoSO](#)'.

You will be taken back to the '**Manage my RoSO**' page, there will now be three dots next to the event title that indicate your internship activation has been advised.

**Intern**

**My RoSO activities**

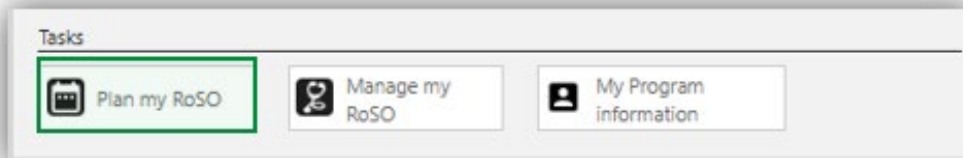
<input checked="" type="checkbox"/> <b>Provisional registration</b> Program event	<input checked="" type="checkbox"/> <b>Provisional registration with AHPRA</b> 25/05/2018 Advised <a href="#">View Details</a>
<input checked="" type="checkbox"/> <b>Internship</b> Program event	<input checked="" type="checkbox"/> <b>Commencement of internship</b> 25/01/2018 Advised <a href="#">View Details</a>
	<input checked="" type="checkbox"/> <b>Completion of internship</b> Provide evidence of completing your internship <input type="button" value="Advise"/>



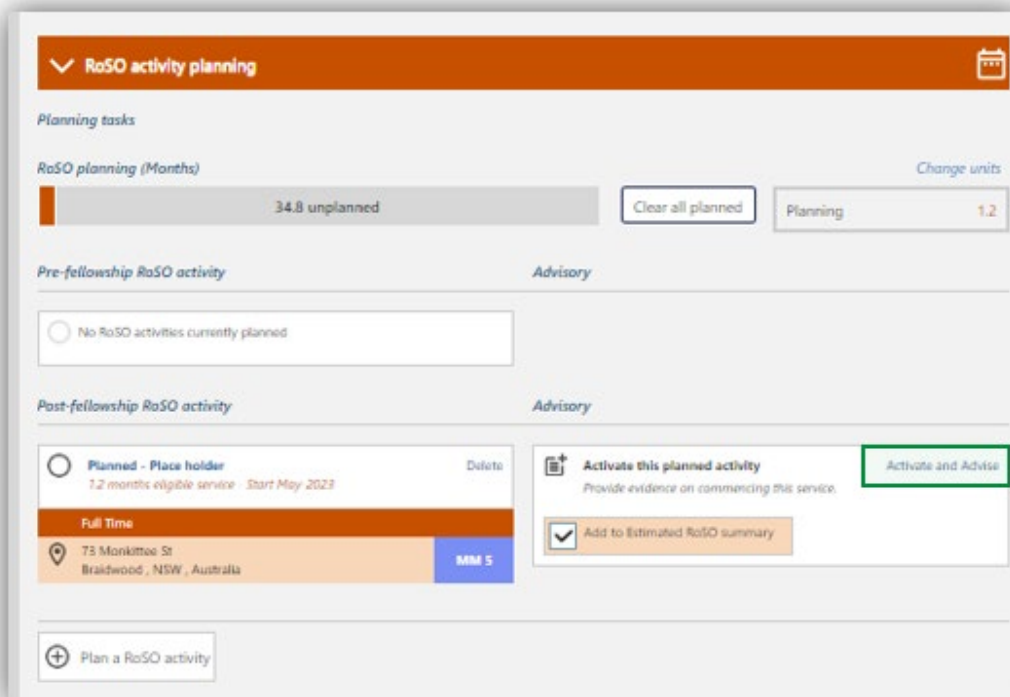


## 9. Activating your Planned RoSO Event

To activate a previously [planned RoSO event](#), open your **'Manage my RoSO'** page by clicking on the **'Plan my RoSO'** button.

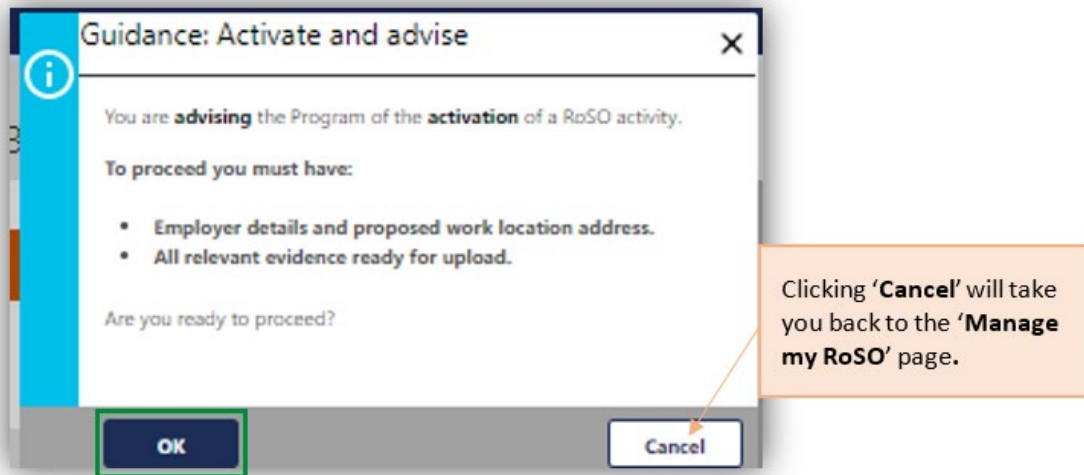


Under the **'RoSO activity planning'** accordion, it will show all your planned RoSO events. When you are ready to activate/commence your plan, click on the **'Activate and Advise'** link.





A pop-up window will show to confirm you wish to activate this RoSO plan. To continue click '**OK**'.



After clicking 'OK' the 'Advisory: Activate a RoSO activity' page will open for you to update and enter additional mandatory (**orange** fields) information before saving.



**Advisory: Activate a RoSO activity**

RoSO activity name **Place holder**

RoSO activity goal notes **No goal notes added**

Planned location **73 Monkittie St, Braidwood, New South Wales, 2622**

Classification **MM 5**  
*Contracted employment*

Employer name

Career plan **Post-fellowship**  
*Activated phase*

Target phase **Fellow**

Employment type **Full Time**

*Employment location*  
Add at least one address in a rural city, regional centre or town, or an eligible medical practice location, that you are contracted to work in.

Address **73 Monkittie St, Braidwood, New South Wales, 2622**

Modified Monash classification **MM 5 (2019)**

Billing type ☒ Employment Contract ☐ Medicare Provider

Calculated RoSO

Commencement date **01/05/2023**

Partial week: Start Hours **38** Minutes **00**  Your RoSO activity starts with a partial week. How many hours were worked between 01/05/2023 - 06/05/2023

Proposed completion date **31/05/2023**

Partial week: End Hours **20** Minutes **00**  Your RoSO activity ends with a partial week. How many hours were worked between 28/05/2023 - 31/05/2023

Contracted hours per week Hours **38** Minutes **00**

Calculated RoSO Weeks **5.0** [Show breakdown](#)

*Upload evidence*  
Upload a copy of your employment contract.

No documents listed

Reminder – Opted-in 1-year BMP participants must complete RoSO on a Full-Time basis only.

\*Under the Program a week is classified as **Sunday to Saturday**.

If you commence work on a day other than Sunday and complete on a day other than Saturday, you can enter the hours you worked in those partial weeks to allow an accurate RoSO calculation.



## 10. Edit your Current Activated RoSO Event

You can edit your current activated RoSO activity at any time by clicking on the RoSO activity name in the correct phase accordion.

<b>Current - Place Holder</b> <small>14 months service - 09/05/2023 to 17/06/2023</small>	<b>Activate this planned activity</b> <small>09/05/2023</small> <span>Advise</span>
<b>Braidwood Multi Purpose Service - Full Time</b>	<b>Completion of this RoSO activity</b> <small>Provide evidence on completing this service.</small> <span>Advise</span>
<b>73 Monkittee St</b> Braidwood, NSW, Australia <span>MM 5</span>	

Click the **'Edit'** button on the **'Activated RoSO activity'** page to edit the details, then click **'Save'** to update the Planned RoSO activity.

**View: Activated RoSO activity**

RoSO activity name: **Place Holder**

RoSO activity goal notes: **No goal notes added**

Planned location: **73 Monkittee St, Braidwood, New South Wales, 2622**

Classification: **MM 5**  
*Contracted employment*

Employer name: **Braidwood Multi Purpose Service**  
*Career plan*

Career plan: **Pre-fellowship**  
*Phase options*

Target phase: **Intern**

Employment type: **Full Time**  
*Employment locations*

Address: **73 Monkittee St, Braidwood, New South Wales, 2622**

Modified Monash classification: **MM 5 (2019)**

**Calculated RoSO**

Commencement Date: **09-05-2023**

Partial hours: Start: **38h 00m** (09/05/2023 - 13/05/2023)

Proposed completion date: **17-06-2023**

Contracted hours per week: **38h 00m**

Calculated RoSO Weeks: **6.0** [Show breakdown](#)

**Uploaded evidence**

Document 1: **Required Evidence.pdf**

**Edit**

**Close**



## 10.1 Entering Per-day RoSO in a current RoSO Event

To update a Per day basis plan, open your **'Manage my RoSO'** page and click on the **blue** RoSO activity title.

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. In the sidebar, the first item is 'Current - Toowoomba Per Day Contract', which is highlighted with a green box. Below it is 'Toowoomba Hospital - Per Day', which is highlighted with a blue box. The main content area on the right contains two cards. The top card is titled 'Activate this planned activity' and has a date of '04/06/2023'. The bottom card is titled 'Completion of this RoSO activity' and has a date of '04/06/2023'.

This will allow you to update your daily hours and locations via the **'View: Activated RoSO activity'**. Scroll to the bottom to view the **'Hours by week'** section. Click **'Edit'** against your current week to enter your hours and locations.

The screenshot shows a web interface titled 'View: Activated RoSO activity'. It contains several sections: 'RoSO activity name' (Toowoomba Per Day Contract), 'RoSO activity goal notes' (No goal notes added), 'Planned location' (154 Pechey St, South Toowoomba, Queensland, 4350), 'Classification' (MM 2), 'Employer name' (Toowoomba Hospital), 'Career plan' (Post-fellowship), 'Target phase' (Fellow), 'Employment type' (Per Day), 'Employment locations' (154 Pechey St, South Toowoomba, Queensland, 4350), 'Modified Monash classification' (MM 2 (2019)), 'Billing type' (Employment contract), 'Calculated RoSO' (Commencement Date: 04-06-2023, Proposed completion date: 26-08-2023, Approx. hours per week: 10h 00m, Planned RoSO for activity: 6.0 weeks, Current RoSO Weeks: 0.0), 'Hours by week' (a table with columns: Week, Week start date, Hours worked, Address), 'Uploaded evidence' (Document 1: Required Evidence.pdf), and 'Edit' and 'Close' buttons at the bottom.

Week	Week start date	Hours worked	Address
1	04/06/2023	00h 00m	

You will need to either **'Edit'** the week showing or **'Add week'** for you to correctly record your work hours under the **'Hours by week'** section.



**Please note:** If your work week does not show, you can add additional weeks by clicking ‘**Add week**’ link.

*Hours by week*

Week	Week start date	Hours worked	Address	
2	11/06/2023	00h 00m		<a href="#">Edit</a>
1	04/06/2023	00h 00m		<a href="#">Edit</a>

[Add week](#)

Click on the ‘**Edit**’ link of the week you need to update. The ‘**Edit week entry**’ page will open.

**Edit week entry**

Week: **2**

Week span dates: **11/06/2023 - 17/06/2023**

Total hours: **00h 00m**

Sun - 11/06/2023 Total hours 00h 00m

Mon - 12/06/2023 Total hours 00h 00m

Tue - 13/06/2023 Total hours 00h 00m

Wed - 14/06/2023 Total hours 00h 00m

Thu - 15/06/2023 Total hours 00h 00m

Fri - 16/06/2023 Total hours 00h 00m

Sat - 17/06/2023 Total hours 00h 00m

[Add location](#)

[Add location](#)

[Add location](#)

[Add location](#)

[Add location](#)

[Add location](#)

[Save](#) [Cancel](#)

You will need to either ‘**Edit**’ the week showing or ‘**Add week**’ for you to correctly record your work hours under the

Click on the ‘**Add location**’ link and enter the hours and location(s) worked that day from the dropdown menu.



Mon - 12/06/2023

Total hours 00h 00m

(Select Location) [dropdown arrow]

Hours: 00 Minutes: 00

Remove

Add location

You can only enter up to 24 hours in a single day.

The location dropdown will only include the locations you have entered on the 'View: Activated RoSO activity' page. You can edit this and include additional locations.

You can 'Add location' if you worked across two or more locations in the one day.

Once you have entered all your data for the day(s)/week, click '**Save**' at the bottom of the page. You will be taken back to your '**View: Activated RoSO activity**' page.

**Please note:** Your '**Current RoSO weeks**' will show once you have accumulated greater than 20 hours of RoSO.

**Calculated RoSO**

Commencement Date: 04-06-2023

Proposed completion date: 26-08-2023

Approx. hours per week: 10h 00m

Planned RoSO for activity: 6.0 weeks

Current RoSO Weeks: 1.0 [Show breakdown](#)

Your '**Current RoSO weeks**' will show the RoSO you have entered as hours worked.

The '**Planned RoSO for activity**' amount is for the period and hours you entered in your Plan.

Clicking on the '**Show breakdown**' will inform you the type of week you have completed either, Per day, Part Time or Full Time basis.

**Hours by week**

Week	Week start date	Hours worked	Address	
1	04/06/2023	00h 00m		<a href="#">Edit</a>
2	11/06/2023	10h 00m	(MMM2) 154 Pechey St, South Toowoomba, Queensland, 4350	<a href="#">Edit</a>
3	18/06/2023	10h 00m	(MMM2) 154 Pechey St, South Toowoomba, Queensland, 4350	<a href="#">Edit</a>

[Add week](#)



## 11. Completing your Internship Phase

On the completion of your internship training, you will need to update your BRoSS **'Intern'** phase on your **'Manage my RoSO'** page.

You can get to your **'Manage my RoSO'** page from your dashboard by clicking on either the **'Manage my RoSO'** button or the **'Intern'** button under the Program timeline.

Click on the **'Advise'** link on the **'Completion of internship'** tile.

My RoSO activities	Advisory
<b>Provisional registration</b> <i>Program event</i>	<b>Provisional registration with AHPRA</b> 25/05/2018 <i>Advised</i> <a href="#">View Details</a>
<b>Internship</b> <i>Program event</i>	<b>Commencement of internship</b> 25/01/2018 <i>Advised</i> <a href="#">View Details</a>
	<b>Completion of internship</b> Provide evidence of completing your internship <a href="#">Advise</a>

Enter the date you completed your internship and click **'Submit'**.

**Advisory: Completion of internship**

The following details are required to notify the Program of the successful completion of your Internship.

**Dates**

Date of internship commencement: 25/01/2018

Date of internship completion:

**Submit** **Cancel**





Your 'Manage my RoSO' page will update so your 'Intern' phase will now be **green**, and your 'Prevocational' phase will be **blue**.

## 12. Completing Current RoSO Event

To update your current RoSO activity with your completion information, go to your 'Manage my RoSO' page and then open the relevant phase accordion for your RoSO activity.

Once you have your current RoSO event on the page, click the 'Advise' link on the 'Completion of this RoSO activity' tile.

**Please note:** You are required to update BRoSS within 3 months after your RoSO activity completion date to avoid a possible Program breach and a loss of RoSO as per the [Rule](#).

A pop-up for the 'Guidance: Completion of this RoSO activity' page will show to ensure you have the correct information before you proceed. If you are ready to proceed, click the 'OK' button.

Clicking 'Cancel' will take you back to the 'Manage my RoSO' page.



In the **'Advisory: Completion of this RoSO activity'** complete the mandatory fields (orange fields) and upload the relevant evidence. Once updated click the **'Submit'** button to complete this RoSO activity. The view page will then show, and you can **'Edit'** the information if required or click **'Close'** to exit the page.

**Advisory: Completion of this RoSO activity**

RoSO activity name: **Place Holder**

RoSO activity goal notes: **No goal notes added**

Planned location: **73 Monkittree St, Braidwood, New South Wales, 2622**

Classification: **MM 5**

*Contracted employment*

Employer name: **Braidwood Multi Purpose Service**

*Career plan*

Career plan: **Pre-fellowship**

*Phase options*

Target phase: **Intern**

Employment type: **Full Time**

*Employment locations*

Address: **73 Monkittree St, Braidwood, New South Wales, 2622**

Modified Monash classification: **MM 5 (2019)**

[Remove location](#)

[Add a full address](#)

**Calculated RoSO**

Commencement date: **09-05-2023**

Partial week: Start **Hours: 00 Minutes: 00** Your RoSO activity starts with a partial week. How many hours were worked between 09/05/2023 - 13/05/2023

Proposed completion date: **17-06-2023**

Actual completion date:

Actual hours per week: **Hours: 38 Minutes: 00**

Calculated RoSO Weeks: **6.0** [Show breakdown](#)

[Calculate](#)

**Uploaded activation evidence**

Document 1: **Required Evidence.pdf**

**Upload completion evidence**

[Choose Files](#)

No documents listed

[Submit](#) [Cancel](#)



Your RoSO event will now show as **green** as it has been completed. This activity will reflect in your RoSO summary bar as **green**.

<b>Completed - Place Holder</b> 1.4 months service RoSO completed	<b>Activate this planned activity</b> 09/05/2023 <span>Advised</span>
<b>Braidwood Multi Purpose Service - Full Time</b>	
73 Monkitee St Braidwood , NSW , Australia <span>MM 5</span>	<b>Completion of this RoSO activity</b> 17/06/2023 <span>Advised</span> <a href="#">View details</a>

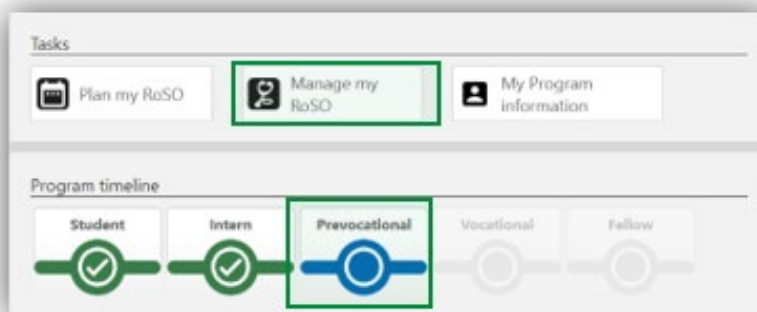
**Please note:** All completed RoSO is subject to the department’s approval as per the legislative requirements under the [Rule](#).



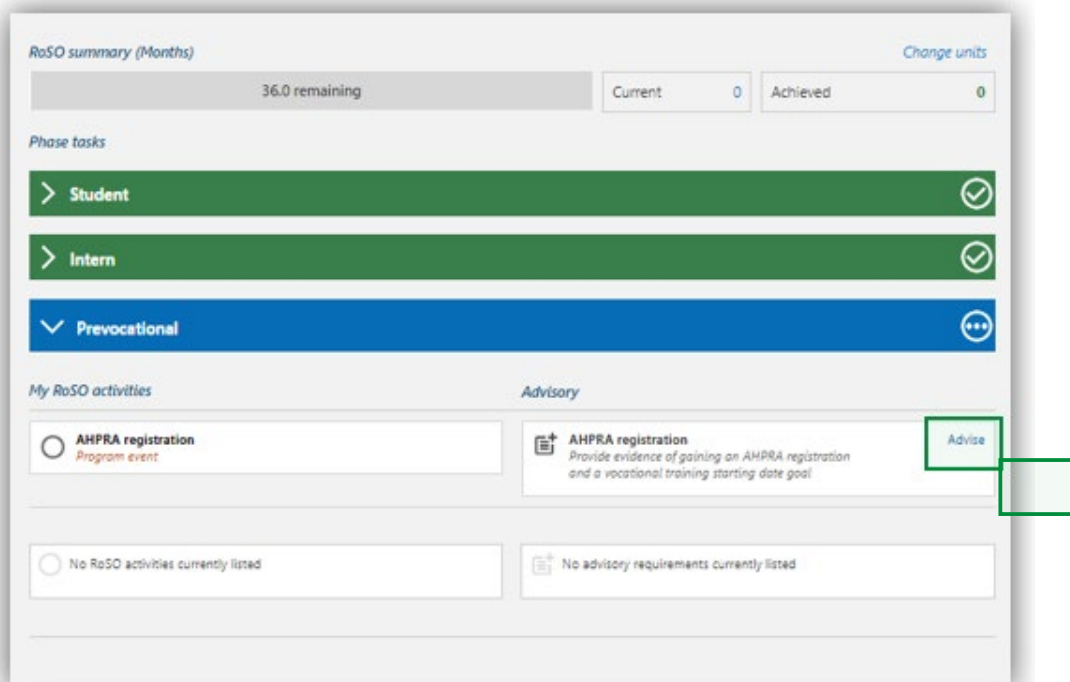
### 13. Commencing Prevocational Training Phase

To update your **'Prevocational'** phase with your APHRA registration and Medicare provider number, go to your **'Manage my RoSO'** page and then under the **'Prevocational'** Accordion.

You can get to your **'Manage my RoSO'** page from your dashboard by clicking on either the **'Manage my RoSO'** button or the **'Prevocational'** button under the Program timeline.



To enter your **'APHRA registration'** click on the **'Advise'** link under the **'Prevocational'** accordion.





In the ‘**Advisory: General registration with AHPRA**’ page, complete all mandatory fields (orange fields) and upload the required evidence.

The final field ‘Vocational training goal’ is a date that you think you will commence training with your specialty college, this date can be changed at any time and triggers the BRoSS automated reminders. Click ‘**Submit**’ once completed.

**Advisory: General registration with AHPRA**

The following details are required to notify the Program of attaining full general registration after completion of an internship.

*AHPRA registration details*

Date of AHPRA registration

Date registration notification provided

Registration number

*Provider details*

Please provide the Medicare number provided on registration.

Medicare provider number

*Upload evidence*

Upload a pdf, scan or photograph of the AHPRA registration Certificate

No documents listed

*Vocational training goal*

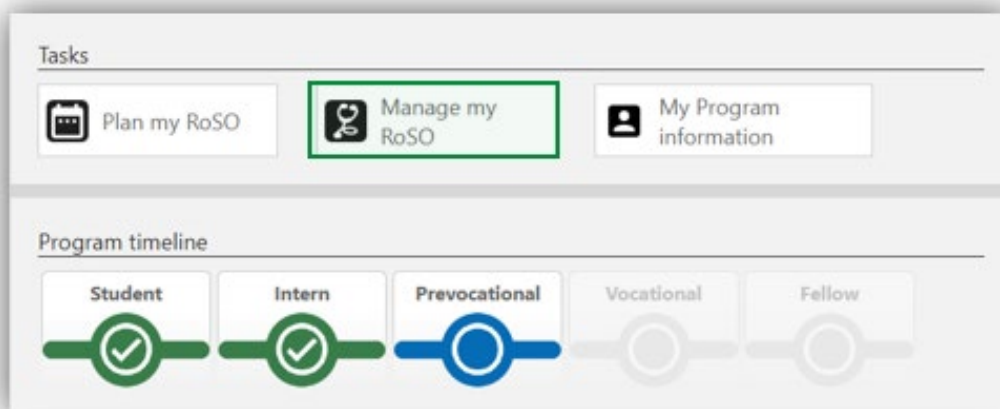
Vocational training starting date goal



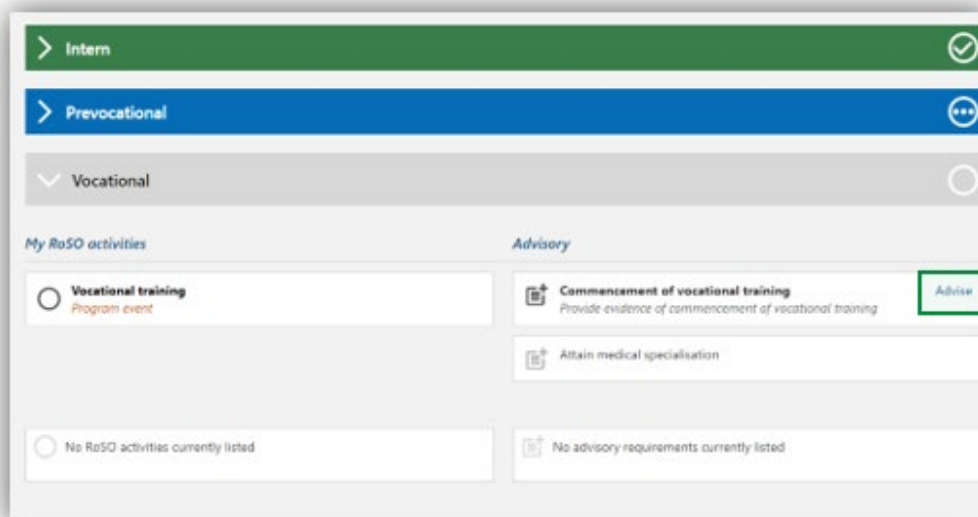
#### 14. Entering your Vocational Specialty information in the Vocational Phase

To update your **'Vocational'** phase with your training college details, go to your **'Manage my RoSO'** page and then under the **'Vocational'** accordion.

You can get to your **'Manage my RoSO'** page from your dashboard by clicking on the **'Manage my RoSO'** button or the **'Prevocational'** phase under the Program timeline.



The **'Vocational'** accordion will be greyed out until you **'Advise'** of your **'Commencement of vocational training'** by clicking on the **'Advise'** link.





In the **'Advisory: Commencement of vocational training'** page, complete all mandatory fields (orange fields) and upload the required evidence.

When entering your specialty work placement details, you are required to provide your work contract or Medicare provider number (including location specific provider number).

Click **'Submit'**.

**Advisory: Commencement of vocational training**

The following details are required to notify the Program of commencement of vocational training.

**Training college details**

Qualification code

Name of medical college

Speciality

Qualifications

**Vocational training dates**

Vocational training commencement date

Proposed vocational training completion date

**Employment details**

Position name

Facility name

Expected hours per week

Employment type

**Facility location**

One location is required, however multiple locations may be added.

**Upload evidence**

Provide evidence of commencement of vocational training.

No documents listed

**Selected location**  
As at 25 May 2023

Planned location **176 Thomas St, Broken Hill, NSW, 2880**

Modified Monash classification **MM 3 (2019)**

Billing type ☐ Employment Contract ☒ Medicare Provider

Location specific provider number

This location does not need to be an eligible location. However, you will be provided with the location's MMM eligibility.



Once completed, the accordion will change to blue as it is now your current phase.





## 15. Completing your Vocational Phase – Attaining your Fellowship

To update your **'Vocational'** phase with your fellowship details, go to your **'Manage my RoSO'** page and then under the **'Vocational'** accordion.

You can get to your **'Manage my RoSO'** page from your dashboard by clicking on either the **'Manage my RoSO'** button or the **'Vocational'** button under the Program timeline.

Under the **'Vocational'** accordion, click on the **'Advise'** link on the **'Attain medical specialisation'** tile.

The **'Advisory: Attain medical specialisation'** page will open. Enter the date you attained your Fellowship, upload the required evidence, and click **'Submit'**.



**Advisory: Attain medical specialisation**

The following details are required to notify the Program of the successful attainment of your medical specialisation.

*Training college details*

Qualification code **FRANZCOG**

Name of medical college **The Royal Australian and New Zealand College of Obstetricians and Gynaecologists**

Speciality **Obstetrics and Gynaecology**

Qualifications **Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists**

*Vocational training dates*

Date of attainment

*Upload evidence*  
Upload evidence of a medical specialisation qualification.

**Choose Files**

No documents listed

**Submit** **Cancel**

Your 'Manage my RoSO' page will update so your 'Fellow' phase will now be **blue**, and your 'Vocational' phase will be **green**.

**Vocational** ✓

*My RoSO activities*

☒ Vocational training  
FRACOG Gynaecological Oncology

☐ No RoSO activities currently listed

**Add another vocational training specialisation**

*Advisory*

☒ Commencement of vocational training  
01/01/2021

☒ Attain medical specialisation  
30/05/2022

☐ No advisory requirements currently listed

**Fellow** ⋮

☐ No RoSO activities currently listed

☐ No advisory requirements currently listed

**Add another vocational training specialisation**

If you have more than one specialty you can add it here by clicking this button. 📎

**Please note:** at this point you can commence your remaining RoSO as per the [Rule](#).



## 16. Requesting an Extension to Program Timeframe

As a Bonded participant you may request for an extension of time to complete your RoSO due to exceptional circumstances (with evidence) before the end of the 18-year period.

To do this, click on the **'Manage my agreement'** accordion on the bottom left side of the **'My dashboard'** page.

My dashboard - Jane Citizen - 226681

**Important information**

Welcome to the Bonded Medical Program (the Program), a key long-term initiative of the Australian Government's Stronger Rural Health Strategy. In the future you will provide much needed medical services to Australians living in regional, rural and remote areas.

Participants of the Program are bound by Part VD of the Health Insurance Act 1973 (the Act) and must abide by the [Health Insurance \(Bonded Medical Program\) Rule 2020](#) (the Rule).

You must register a Return of Service Obligation (RoSO) Plan before you finish your medical course. This plan may be changed any time before you commence the activity.

[Learn and Plan](#)

For more information use the Learn and Plan sections to find out more about the Bonded Medical Program, what it offers you and how the Program's obligations can work best for you and your medical career.

**Your Details**

You can view and edit your personal details at any time. Your contact details will be used by the Department of Health and Aged Care while you are in the Program. It is a legal requirement of the Program that these details are kept up to date.

**Your Program Timeline**

This shows which phase you are in. There are reporting obligations for each phase. These are called Program events and RoSO activities.

NOTE: BRoSS is being progressively released throughout 2020 and 2021. In the meantime, your reporting obligations as specified in the Rule (under sections 15 and 16) will be delayed until BRoSS is fully functional. The Department will nominate a date and advise participants when all reporting obligations will commence. Penalties will not apply until this time.

[Learn](#)

[Plan](#)

[Manage my agreement](#)

**Tasks**

[Plan my RoSO](#) [Manage my RoSO](#) [My Program information](#)

**Program Timeline**

Student Intern Prevocational Vocational Fellow

**RoSO planning (Months)** [Change units](#)

32.3 unplanned

**RoSO summary (Months)** [Change units](#)

34.6 remaining

**My current notifications**

**Warning:** Have you completed your internship? Update BRoSS before 06/11/2023.

The **'Manage my agreement'** accordion will open. Click on the **'Program extension'** button.

[Plan](#)

**Manage my agreement**

**Jane Citizen - 226681 - Intern**

[Download PDF](#)  
Copy of Part VD of the Health Insurance Act statement to participate in the Bonded Medical Program (PDF) 48KB.

[View the agreement to participate](#) [Program extension](#) [Withdraw from the Program](#)



The **'My Program information'** page will open, click on the **'Program extension'** accordion at the bottom of the page. This page will include your Program current completion date, to continue with your extension request.

Program extension

Request an extension of time to complete my return of service obligation.

**Current status**

Program extension status: **No extension recorded**

Current completion date: **10-05-2035**

**Request**

Click the **'Request'** button, to enter your **'Proposed completion date'** and upload the required evidence.

Request: Program extension

Program extension status: **No extension recorded**

Current completion date: **10-05-2035**

Original estimated completion date: **10-05-2035**

Proposed completion date:

**Upload evidence**

Upload supporting evidence for this request

**Choose Files**

No documents listed

**Submit Request** **Cancel**

Once you click on the **'Submit Request'** button, the below **'Warning'** page will show, click **'OK'** to continue with your extension request.

**Warning**

You are about to submit a request for a Program extension.  
Once submitted the process cannot be cancelled.  
Do you want to proceed?

**OK** **Cancel**

Clicking 'Cancel' will take you back to the 'Manage my RoSO' page.



Your 'Program extension' accordion will update to 'Pending' status and show your extension request(s) with information and 'Status'. You can 'View/Edit' your request(s) and attached evidence.

Program extension - Pending

The request for a Program extension has a status of Pending. A decision will be emailed to you. In the meantime, check your email to see what the expected time period for this decision is. Please make sure your email contact details are up to date.

Current status

Program extension status **Pending**

Current completion date **10-05-2035**

Extension requests

Date submitted	Original completion	Proposed completion	Status	Action
04-08-2023	10-05-2035	31-08-2036	Pending	<a href="#">View/Edit</a>

The Program team will review your request and contact you if additional evidence is required. You will be notified once a decision has been determined.

If you would like to cancel your request, please email the [BondedMedicalProgram@health.gov.au](mailto:BondedMedicalProgram@health.gov.au) providing your details and the reason of cancellation.



## 17. Withdrawing from the Program

Once you have agreed or opted-in to the Program you can withdraw at any time. You can request a **'Withdrawal Repayment estimate'** report by clicking the **'My dashboard'** page, open the **'Manage my agreement'** accordion on the bottom left side of the dashboard.

My dashboard - Jane Citizen - 226681

**Important information**

Welcome to the Bonded Medical Program (the Program), a key long-term initiative of the Australian Government's Stronger Rural Health Strategy. In the future you will provide much needed medical services to Australians living in regional, rural and remote areas.

Participants of the Program are bound by Part VD of the Health Insurance Act 1973 (the Act) and must abide by the [Health Insurance \(Bonded Medical Program\) Rule 2020](#) (the Rule).

You must register a Return of Service Obligation (RoSO) Plan before you finish your medical course. This plan may be changed any time before you commence the activity.

[Learn and Plan](#)

For more information use the Learn and Plan sections to find out more about the Bonded Medical Program, what it offers you and how the Program's obligations can work best for you and your medical career.

[Your Details](#)

You can view and edit your personal details at any time. Your contact details will be used by the Department of Health and Aged Care while you are in the Program. It is a legal requirement of the Program that these details are kept up to date.

[Your Program Timeline](#)

This shows which phase you are in. There are reporting obligations for each phase. These are called Program events and RoSO activities.

**NOTE:** BRoSS is being progressively released throughout 2020 and 2021. In the meantime, your reporting obligations as specified in the Rule (under sections 15 and 16) will be delayed until BRoSS is fully functional. The Department will nominate a date and advise participants when all reporting obligations will commence. Penalties will not apply until this time.

[Learn](#)

[Plan](#)

[Manage my agreement](#)

**Tasks**

[Plan my RoSO](#) [Manage my RoSO](#) [My Program information](#)

**Program timeline**

Student Intern Prevocational Vocational Fellow

**RoSO planning (Months)** [Change units](#)

32.3 unplanned

**RoSO summary (Months)** [Change units](#)

34.6 remaining

**My current notifications**

**Warning:** Have you completed your internship? Update BRoSS before 08/11/2023.

The **'Manage my agreement'** accordion will open. Click on the **'Withdraw from the Program'** button.

[Plan](#)

**Manage my agreement**

Jane Citizen - 226681 - Intern

[Download PDF](#)  
Copy of Part VD of the Health Insurance Act statement to participate in the Bonded Medical Program (PDF) 48KB.

[View the agreement to participate](#) [Program extension](#) [Withdraw from the Program](#)



**Please note:** The opening pages will be different depending on whether you have opted-in to the Program via the [BMP Scheme](#) the [MRBS Scheme](#) or began with the [Program](#). These processes are detailed in the following sections.





### 17.1 Withdrawing for Program participants or Previous Bonded Medical Places (BMP) Scheme participants who have opted-in

Once you have clicked on the **'Withdraw from the Program'** button the **'Estimate: Withdraw from the Program'** page will open. Enter the **'Proposed withdrawal date'** and click **'Next'**.

In the **'Estimated: Withdraw from the Program'** page, the information about your withdrawal and your repayment calculation will reflect with a report available to download. Click **'Close'** once reviewed.





You will return to the **'My dashboard'** page. If you would like to continue with your withdrawal request or get an updated withdrawal repayment estimate, open your **'Manage my agreement'** accordion and then click on the **'Withdraw from the Program'** button.

The **'View: withdraw from the Program'** page will open. There are two options available on this page:

1. you can get a new withdrawal repayment estimate by clicking on the **'Re-estimate'** button. This will update your **'Estimate: Withdraw from the Program'** page and provide a new repayment figure and report as detailed above.
2. continue with your withdrawal by clicking on the **'Withdraw'** button, which will take you to the **'View: Withdraw from the Program'** page.

**View: Withdraw from the Program**

**i** You have an existing **Repayment estimation report**. You can view this report by clicking its download link.

Click **Re-estimate** to request an updated **Repayment estimation report**, or

Click **Withdraw** to proceed with the **Notice to Withdraw from the Program** process.

If you decide to proceed with the **Notice to Withdraw from the Program** make sure:

- Your contact details are up to date.
- All current RoSO activities are completed and correctly advised, and
- Any time extensions to your medical course have been correctly advised.

*Related documents*

Date	Type	Download
27-07-2023	Repayment estimation report	1084251735 27-07-2023 - Repayment estimation report.pdf

**Re-estimate** **Withdraw** **Close**

**Please note:** You can get a 'Re-estimate' of your withdrawal amount at any time without formally withdrawing from the Program.

After clicking on the **'Withdraw'** button, the pop-up **'Warning'** page will show. Click **'OK'** to continue with your withdrawal from the Program.



**Warning -**

You are about to submit a Notice to Withdraw from the Program.

On clicking OK the Program team will:

- Commence reviewing your Notice to Withdraw and be in touch via phone/email contact.
- Prepare an invoice after assessing your last repayment estimate amount.
- Following payment, prepare an official withdrawal confirmation.
- Note: your access to BROSS will continue, but no further RoSO updates are allowed.

Please ensure your contact details are up to date.

Do you want to proceed?

**OK** **Cancel**

Clicking 'Cancel' will take you back to the 'Manage my RoSO' page.

The 'Advise: Withdraw from the Program' page will allow you to update and complete your withdrawal request. Once completed click 'Next' to submit the request.

**Advise: Withdraw from the Program**

**i** You currently have no RoSO open and you have not advised of any new RoSO since you requested your last repayment estimation report.

**i** OK to proceed. You can proceed with the withdrawal estimation, or Notice to Withdraw by selecting **Next**.  
The Department recommends you seek your own legal and financial advice in relation to your withdrawal from the Program to ensure that you understand and accept the withdrawal.

**Program details**

Bonded date: 07/12/2022

Expected end date: 01/07/2038

Proposed withdrawal date: 27/07/2023

Reason for request: -

**Upload evidence**

Upload supporting evidence for this request (Required):

**Choose Files**

No documents listed

**Next** **Cancel**

Select the most appropriate reason for your withdrawal from the dropdown menu.

-

Don't want to work in rural / remote location

Easier to pay out than complete RoSO

Exceptional Circumstances

Leaving the medical profession

Program obligations are overly burdensome

Unable to secure eligible work

Other reason

**Please note:** if you select the 'Exceptional Circumstances' – you will be required to provide additional information in a new field and upload any evidence to support your request.



Reason for request	Exceptional Circumstances
Description of exceptional circumstances	

If you select '**Other**' you will also be required to provide additional information in the new field.

Reason for request	Other reason
Provide other reason	

After clicking '**Next**' the '**Advised: Withdrawal from the Program**' page will show your withdrawal information that will be provided to the Program team for your withdrawal request.



### Advised: Withdraw from the Program

Eligible to withdraw from the Program

Participant name **Jane Citizen**

Participant ID **226681**

*Program details*

Bonded date **07/12/2022**

Expected end date **01/07/2038**

Proposed withdrawal date **27/07/2023**

Reason for request **Family responsibility**

*Repayment calculation*

RoSO Completed to date **1.4 months**

Total RoSO obligation **36.0 months**

Calculated CSP **\$104,029.00**

Estimated repayment **\$99,983.43**

*Related documents*

Date	Type	Download
27-07-2023	Notice to Withdraw	<a href="#">1828615653 27-07-2023 - Notice to Withdraw.pdf</a>
27-07-2023	Repayment estimation report	<a href="#">1772254863 27-07-2023 - Repayment estimation report.pdf</a>

Close

The Program team will review your withdrawal request and contact you if additional evidence is required. You will be provided with an invoice once your withdrawal request is processed.

For **‘Exceptional Circumstances’** the Program team will send you a confirmation email with the decision outcome.

If you would like to cancel your withdrawal request, please email the

[BondedMedicalProgram@health.gov.au](mailto:BondedMedicalProgram@health.gov.au) providing your details and the reason of cancelation.



## 17.2 Withdrawing for Previous Medical Rural Bonded Scholarship (MRBS) Scheme participants who have opted-in

Once you have clicked on the **‘Withdraw from the Program’** button the **‘Estimate: Withdraw from the Program’** page will open. Enter the **‘Proposed withdrawal date’** and click **‘Next’**.

**Estimate: Individualised repayment estimation**

**Warning:** Withdrawing from the New MRBS Program will mean medicare benefits are not payable for a period of six (6) years. Repayment estimate is an individualised estimation provided by the Program. Allow at least 2 weeks for a reply.

**Information:** You currently have no RoSO open and you have not advised of any new RoSO since you requested your last repayment estimation report.

**Information:** You can proceed with the withdrawal estimation by selecting Next. The Department recommends you seek your own legal and financial advice in relation to your withdrawal from the Program to ensure that you understand and accept the consequences of withdrawal.

**Program details**

Bonded date: 26/09/2001

Expected end date: 31/12/2022

Proposed withdrawal date: 28/07/2023

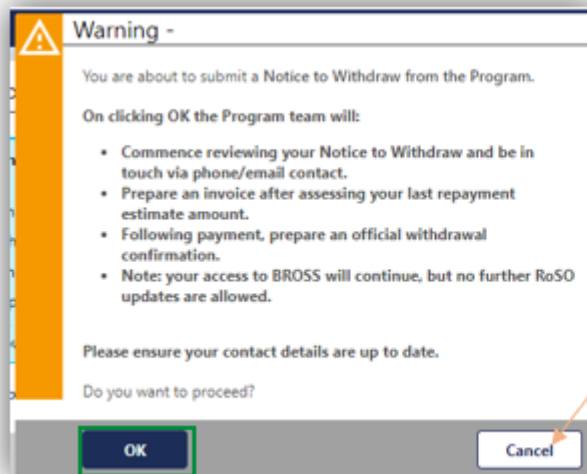
**Information:** The New MRBS Program repayment estimation is a personalised process BRoSS web application. An individual estimation based on the value provided by the original contract and the amount of current and completed RoSO recorded to date will be provided to you with a repayment estimate. You will be notified when it is available to download.

**Please note:** your repayment estimation will only be as up to date as your BRoSS record. Ensure your [medical course attendance](#) and [RoSO](#) is recorded correctly.

**Next** **Cancel**

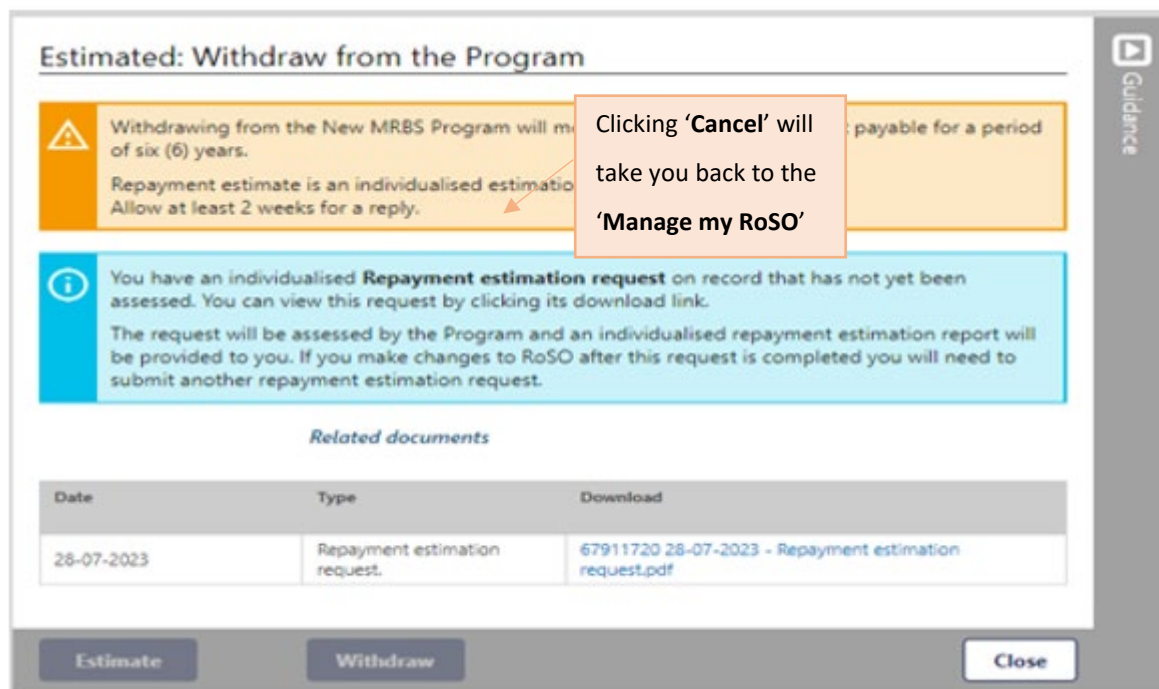
**Please note:** Withdrawing from the Program as an opted-in MRBS participant will mean Medicare benefits are not payable for a period of six (6) years.

After clicking on the **‘Next’** button the pop-up **‘Warning’** page will show, click **‘OK’** to continue with your withdrawal request from the Program.



Clicking 'Cancel' will take you back to the 'Manage my RoSO' page.

The 'Estimated: Withdraw from the Program' page will open with your 'Repayment estimation request' document that has been provided to the Program team, to assess your request and provide an estimate of your repayment amount.



Clicking 'Cancel' will take you back to the 'Manage my RoSO' page.

**Please note:** Once your request is submitted, an estimate of your repayment amount will be emailed to you within four (4) weeks, based on your current BRoSS record. The estimate will account for all currently active and completed RoSO activities up to the proposed withdrawal date. Once you receive your estimate from the Program team, go to the 'My dashboard' page.





Open your **'Manage my agreement'** accordion and then click on the **'Withdraw from the Program'** button to open the **'View: Withdrawal from the Program'** page. Your **'New MRBS repayment estimation.pdf'** can be downloaded from here.

There are two options on this page:

1. you can get a new withdrawal repayment estimate by clicking on the **'Re-estimate'** button, this will take you back to the **'Estimate: Withdraw from the Program'** page as detailed above.
2. continue with your withdrawal by clicking on the **'Withdraw'** button which will take you to the **'View: Withdraw from the Program'** page.

**View: Withdraw from the Program**

**Warning:** Withdrawing from the New MRBS Program will mean medicare benefits are not payable for a period of six (6) years. Repayment estimate is an individualised estimation provided by the Program. Allow at least 2 weeks for a reply.

**Information:** You have an existing **Repayment estimation report**. You can view this report by clicking its download link. Click **Re-estimate** to request an updated **Repayment estimation report**, or Click **Withdraw** to proceed with the **Notice to Withdraw from the Program** process. If you decide to proceed with the **Notice to Withdraw from the Program** make sure:

- Your contact details are up to date.
- All current RoSO activities are completed and correctly advised, and
- Any time extensions to your medical course have been correctly advised.

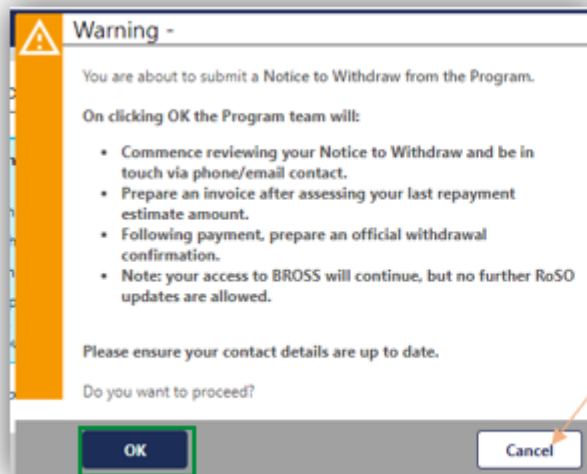
**Related documents**

Date	Type	Download
28-07-2023	Repayment estimation report	<a href="#">Required Evidence.pdf</a>
28-07-2023	Repayment estimation report	<a href="#">991603448 28-07-2023 - New MRBS repayment estimation.pdf</a>

**Buttons:** Re-estimate, **Withdraw**, Close

**Callout:** You can request a Re-estimate at any time without formally withdrawing from the Program.

After clicking on the **'Withdraw'** button the pop-up **'Warning'** page will show. Click **'OK'** to confirm and continue with your withdrawal from the Program.



Clicking 'Cancel' will take you back to the 'Manage my RoSO' page.





The ‘**Advise: Individualised repayment estimation**’ page, will show for you to update and complete for your withdrawal request, once completed click ‘**Next**’ to submit your withdrawal.

The screenshot shows the 'Advise: Individualised repayment estimation' page. It includes several informational boxes: a warning about Medicare benefits, a confirmation of no open RoSO, and instructions to proceed. The 'Program details' section contains fields for Bonded date (26/09/2001), Expected end date (31/12/2022), Proposed withdrawal date (28/07/2023), and Reason for request (a dropdown menu). An annotation box points to the dropdown menu with the text: 'Select the most appropriate reason for your withdrawal from the dropdown menu.' The dropdown menu is open, showing options: 'Don't want to work in rural / remote location', 'Easier to pay out than complete RoSO', 'Exceptional Circumstances', 'Leaving the medical profession', 'Program obligations are overly burdensome', 'Unable to secure eligible work', and 'Other reason'. At the bottom are 'Next' and 'Cancel' buttons.

**Please note:** if you select the ‘**Exceptional Circumstances**’ – you will be required to provide additional information in a new field and upload any evidence to support your request.

This close-up shows the 'Reason for request' dropdown menu set to 'Exceptional Circumstances'. Below it is a text input field labeled 'Description of exceptional circumstances'.



If you select '**Other**' you will also be required to provide additional information in the new field.

Reason for request: Other reason

Provide other reason:

After clicking '**Next**' the '**Advised: Withdrawal from the Program**' page will show your withdrawal information that will be provided to the Program team for your withdrawal request.

**Advised: Withdraw from the Program**

Eligible to withdraw from the Program

Participant name: **Jane Citizen**

Participant ID: **226681**

*Program details*

Bonded date: **26/09/2001**

Expected end date: **31/12/2022**

Proposed withdrawal date: **28/07/2023**

Reason for request: **Family Obligations**

*Repayment calculation*

RoSO Completed to date: **0.0 months**

Total RoSO obligation: **36.0 months**

Total Scholarship: **\$78,005.00**

Estimated repayment: **\$78,005.00**

*Related documents*

Date	Type	Download
28-07-2023	Notice to Withdraw	<a href="#">1679570230 28-07-2023 - Notice to Withdraw.pdf</a>
28-07-2023	Repayment estimation report	<a href="#">Required Evidence.pdf</a>

**Close**

The Program team will review your withdrawal request and contact you if additional evidence is required. You will be provided with an invoice once your withdrawal request is processed.

For '**Exceptional Circumstances**' the Program team will send you a confirmation email with the decision outcome.



If you would like to cancel your withdrawal request, please email the [BondedMedicalProgram@health.gov.au](mailto:BondedMedicalProgram@health.gov.au) providing your details and the reason of cancelation.

#### 18. Additional assistance

To learn about your obligations under the Program, please refer to the [Health Insurance \(Bonded Medical Program\) Rule 2020 \(the Rule\)](#) and [Part VD of the Act](#). Details regarding your privacy can be found at [Privacy Act 1988](#).

If you require further Program information or assistance, please contact the Department of Health and Aged Care at:

- Website: [Bonded Medical Program](#) which contains instructional BRoSS videos,
- Email: [BondedMedicalProgram@health.gov.au](mailto:BondedMedicalProgram@health.gov.au) using the subject title format: Bonded Medical Program – your name – request type, or Telephone: 1800 987 104 (Monday-Friday, 8:30am to 5:00pm AEST/AEDT).