



Australian Government
**Department of Health,
Disability and Ageing**



University Users

BRoSS User Guide

December 2025

V2.0



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Introduction

The Bonded Medical Program (Program) came into effect from 1 January 2020. 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 Support 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 the participant commits to working in an eligible location for up to 156 weeks as part of their 'Return of Service Obligation' (RoSO) under the Program.

Legislative changes

The Australian Government has recently amended [Part VD of the Health Insurance Act 1973](#) to enhance the Bonded Medical Program (Program). Consequently, if a student withdraws from their medical course at an Australian university before graduating, they will not incur a Commonwealth Supported Place (CSP) debt and will no longer be considered a participant in the Program. However, they must log into BRoSS and action their withdrawal to ensure their record is updated accordingly.

Please note, it is a requirement under the Department of Education's higher education providers' funding agreements and Department of Health, Disability and Ageing memorandum of understanding that universities must not transfer a bonded participant to a non-bonded medical course place.

The Department is currently updating their processes and the BRoSS system to ensure these recent legislative changes are accurately reflected. In the meantime, when a student logs into BRoSS and requests a withdrawal, they may see a figure indicating an amount payable. The department will process the withdrawal request and update the student's record to reflect a zero balance.

The Bonded Return of Service System (BRoSS)

To support the Program, the Department of Health, Disability and Ageing (Department) introduced BRoSS, a web portal, built to assist Program participants, university staff, other stakeholders, and the Department to effectively manage Program information and track participant progress whilst in the Program. BRoSS allows a Program participant to plan, monitor, and manage their obligations. The purpose of this manual is to aid the Universities in managing their firm offer applicant lists (Bonded CSPs) and review student status' through their medical course in BRoSS.

University admission staff managing Program CSP applications will have secure BRoSS access to:

- enter applicant contact details
- maintain their firm offer list
- track applicant status for acceptance of the Program's Terms and Conditions
- access resources to inform and support applicants and scholars
- report CSP withdrawals or changes in participant circumstances that impact course timelines.

Important Information

To access BRoSS, you are required to have a [myID](#) login.



- [myID](#) – an app you can download to your smart device or access online to verify your identity when using government online services.

Please note: a myID is different to a myGov account (www.myid.gov.au). **Access needs to be arranged via your university and regular logins are required to retain active access.**

- [Relationship Authorisation Manager \(RAM\)](#) – an authorisation service that allows you to act on behalf of a business or entity online when linked with your myID. You'll use your myID to log in <https://info.authorisationmanager.gov.au/>

Further information is available at:

- how to set up a Strong identity strength at www.myid.gov.au/setup
 - the new set up process for existing users at www.myid.gov.au/help-managing-your-myid
- For additional details on these digital authentication services, please refer to the following website: <https://www.abr.gov.au/auskey/your-auskey-replacement>.

This Guide

This Guide will assist University admission staff to access and use BRoSS. The Guide comprises of three sections:

1. [Registration](#) – This is the first step that allows the university user to register with the Health Data Portal and receive access to BRoSS.
2. [BRoSS login](#) - steps for logging in to BRoSS for the first time.
3. [BRoSS Functionality](#):
 - a. [Guidance](#)
 - b. [Add an applicant](#)
 - c. [View the full participant list](#)

Each Section has a series of steps and screen shots to guide university admissions staff through the process.

Registration

1. Ensure you have a valid myID and the relevant Relationship Authorisation Manager (RAM) authorisations set up. For additional details, please check the following websites:
 - a. For myID setup and usage: <https://www.myid.gov.au/>
 - b. For RAM information: <https://info.authorisationmanager.gov.au/>
2. Access the Health Data Portal: <https://dataportal.health.gov.au>
3. The first time you do this, you will need to select **Register** (once you have Registered, you will need to select **Log in**). Additional instructions on how to register [above](#) or under the [Health Data Portal](#).

The Data Portal home screen will display. Select the **'Register'** option.



DATA PORTAL

Welcome to the Health Data Portal

The Health Data Portal allows Health staff to exchange data and other files with authenticated individuals, businesses and other government agencies through a web site.

Please see the ['Health Data Portal Project'](#) for more information.

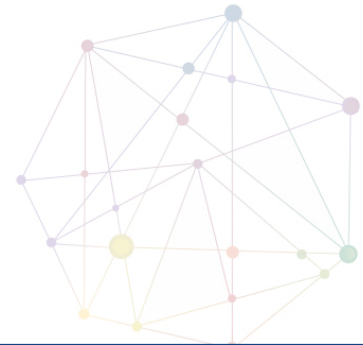
Indigenous Health specific information about the Health Data Portal, including Fact Sheets and links to the monthly e-newsletters, are available at the health Data Portal [Webpage](#)

Log in

Register

User Help

FAQs



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QUICK LINKS

[User Support](#)
[Frequently Asked Questions](#)



- The Health Data Portal (HDP) will prompt you for authentication to confirm you have a valid myID to be able to register for the HDP; read the instructions and then select 'Next'.

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Department of Health,
Disability and Ageing

DATA PORTAL

Registration

1 Authentication

2 Confirm Details

3 Contact Information

4 Nominate Folder and Terms & Conditions

5 Complete

* Mandatory field

Authentication

If you are an Aged Care Quality and Safety Commission (ACQSC) user, you do not need a myID and can just click **Next** to proceed.

Otherwise, you must have a valid myID and be linked to your organisation through the Relationship Authorisation Manager (RAM) to register for the Health Data Portal.

If you have a myID and are linked to your organisation via the RAM, please click **Next** to proceed.

If you **do not** have a myID, you will need to register for one at [Register for myID](#). Then, your Principal Authority must link your myID to your organisation using the [Relationship Authorisation Manager \(RAM\)](#). Once this is done, you can then register for the Health Data Portal.

Cancel

Next

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QUICK LINKS

[User Support](#)

[Frequently Asked Questions](#)



5. The Health Authentication Gateway screen will be displayed. Click on the appropriate credential service to continue, for this instance select **'Digital ID and RAM'**. (Do not select 'Login with myGov' as this will take you to another screen).

Australian Government
Department of Health and Aged Care

Health Authentication Gateway

Select an identity provider

Which credential would you like to use?

☐ Remember my selection

Digital ID and RAM

Sign in with Digital ID and Relationship Authorisation Manager (RAM).

Your Digital ID makes accessing government services online simpler, safer and more secure.

What is [Digital ID](#), [myID](#) and [RAM](#)?

Continue with Digital ID

VANguard FAS

Federated Authentication Service enables a person's existing network login to be used as a single sign-on.

You will not need to re-enter a password when accessing government online services

Login with VANguard FAS

myGov

Authenticate using your existing myGov account.

A simple and secure way to access government online services.

Login with myGov

© Department of Health

6. The select your identity provider screen will display, select **'Select myID'** to continue.

Select your identity provider

You may need to [increase the strength of your digital ID](#) for Department of Health, Disability and Ageing.

Department of Health, Disability and Ageing needs you to prove who you are using a Digital ID.

Read about [what is an identity provider](#) and [your privacy and security](#).

myID
Managed by Australian Government

You'll need these to get started

☐ iOS or Android device

☐ Remember my choice
(Not recommended for shared devices)

Select myID >

Cancel



7. The myID screen will display, enter your myID email address in the myID email field, then click '**Get code**'

8. Open the myID application on your phone and accept or enter your specific 4-digit code onto the screen, this will be updated every time you login. **The Registration - Confirm details** screen will display.



9. The '**Confirm Details**' screen open, confirm the onscreen details, then tick the certification box and click '**Next**'.

Registration

1 Authentication * Mandatory field

2 **Confirm Details**

3 Contact Information

4 Nominate Folder and Terms & Conditions

5 Complete

Confirm Details

Please confirm your details below and click Next to proceed.
If any of the information is incorrect, please click Cancel and rectify as needed.

First Name Justin

Last Name [REDACTED]

ABN [REDACTED]

Organisation DEPARTMENT OF HEALTH

☐ * I certify that the information above is true and correct.

Cancel Next

10. The '**Contact Information**' screen opens, enter your contact information, then click '**Next**'.

Registration

1 Authentication * Mandatory field

2 Confirm Details

3 **Contact Information**

4 Nominate Folder and Terms & Conditions

5 Complete

Contact Information

Please provide contact details below and click Next to proceed.

Contact Number 1 -- Choose type --

Contact Number 2 -- Choose type --

Your email address *

Cancel Next

11. The '**Nominate Folder**' screen opens, select the '**BRoSS**' folder from the drop-down list.

Registration

1 Authentication * Mandatory field

2 Confirm Details

3 Contact Information

4 **Nominate Folder and Terms & Conditions**

5 Complete

Nominate Folder

Please nominate your folder below, accept the terms & conditions and click Next to finalise your registration.

Nominate Folder * -- Choose a folder --

Terms and Conditions

Cancel Next

12. Review and agree to the terms and conditions by clicking in the Agree box, then click '**Next**'.



jurisdiction of the courts of the Australian Capital Territory.

If any of these Terms of Use are held to be invalid, unenforceable or illegal for any reason, the remaining Terms of Use will continue in full force.

If either party waives any breach of these Terms of Use, this will not constitute a waiver of any other breach. No waiver will be effective unless made in writing.



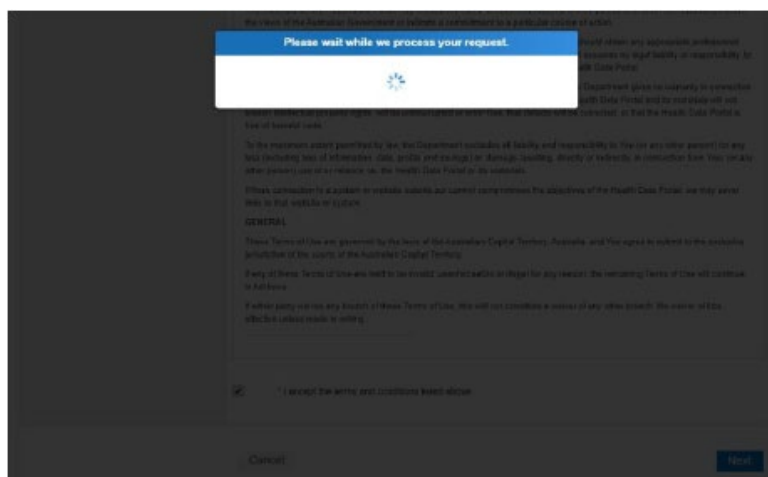
* I accept the terms and conditions listed above.

Cancel

Next

You have now successfully registered for the HDP. Your User Administrator will receive an email informing them they need to finalise your profile so you can use the HDP.

Please note: if the following screen fails to load within 5 minutes after agreeing to the terms and conditions: Please refresh/reload the page, agree to the terms and conditions again. An error screen will not be displayed. Please disregard this as the **registration has been successful**.



NOTE: if your credentials have not been set up or are incorrect, the following message will be displayed.



Your session could not be established.



Access was denied by the access policy. This may be due to a failure to meet access policy requirements.

Please close your browser and try again.

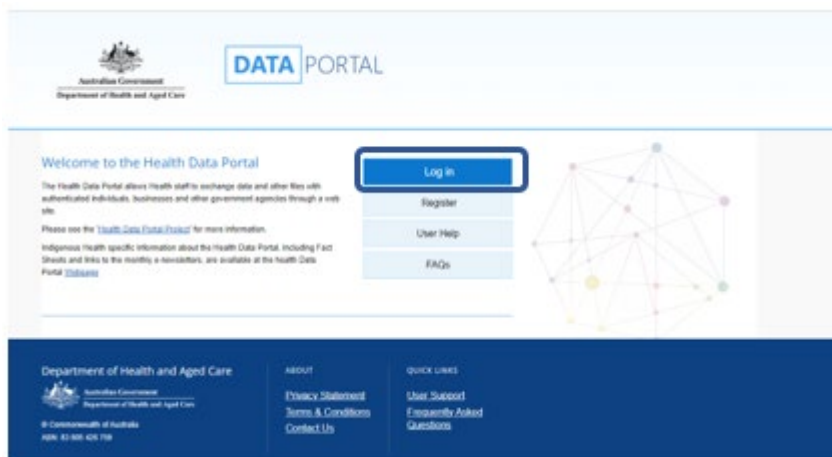
An email is generated to the address you specified following the authentication process, advising that a new BRoSS user has been registered and BRoSS roles can be added to the new user.

Once the department has assigned all roles and associated privileges to your account, an email will be sent advising that your BRoSS login is now available.

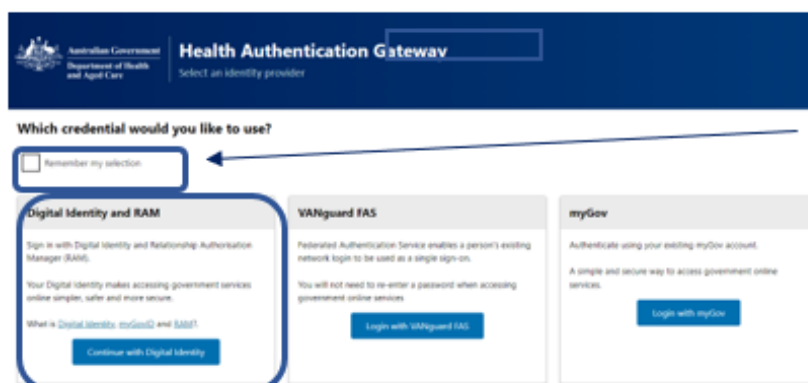
BRoSS Login

To log in to BRoSS, the user needs to authenticate by following the steps below.

1. Access the Health Data Portal (HDP): <https://dataportal.health.gov.au>.
2. Select Log in.



3. Select 'myID' and authenticate.



You can click to remember your selection for next time.

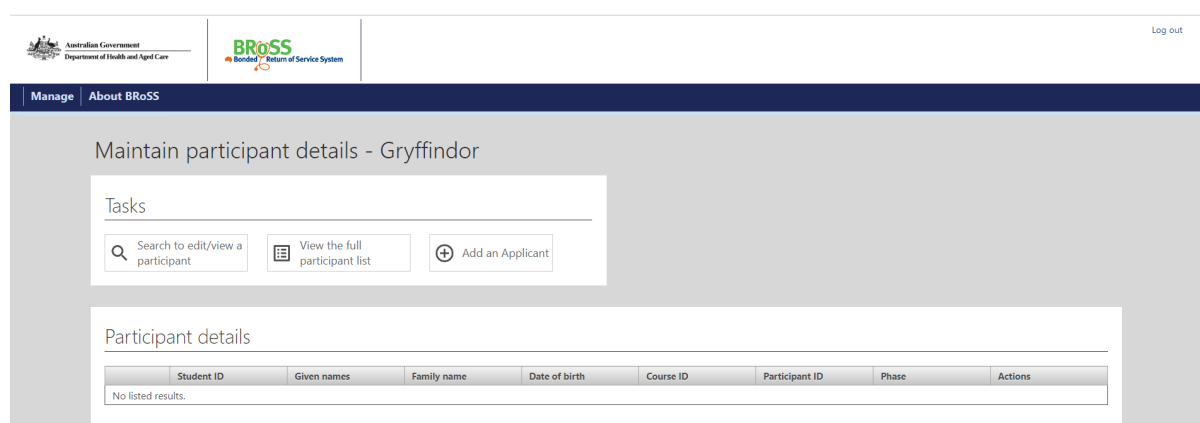


- Once authenticated, the HDP dashboard will open and you will be able to select 'BRoSS'. To open your BRoSS dashboard.



BRoSS Functionality

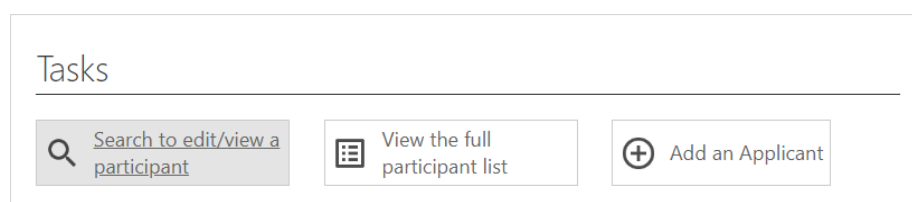
Once logged in, the following screen is presented. This is your main dashboard for BRoSS.



From any screen or activity window within BRoSS, you can return to this dashboard by hovering the mouse over '**Manage**' in the top left corner and clicking on '**Maintain participant details**'.



The 'Maintain participant details' screen includes the following tasks/functionality:



These Tasks will allow you to.

- **Search to edit/view a participant** – you can;
 - search for a bonded applicant or student at your university.
 - edit an applicant's details.
 - view a student's details.
- **View the full participants list** - you can;
 - export the list to excel.



- **Adding an applicant** – you can;
 - enter bonded CSP applicants.

Under the ‘**About BRoSS**’, there are external links to information about the Program:

Manage	About BRoSS
	About the Bonded Medical Program
	Privacy Notice for the Bonded Medical Program – BRoSS
	Privacy Notice for the Bonded Medical Program – BRoSS – participants and family members
	Modified Monash Model
	Part VD of the Health Insurance Act 1973
	Health Insurance (Bonded Medical Program) Rule 2020
	Privacy Act 1988
	Privacy Policy - Department of Health and Aged Care
	Health Workforce Locator

Here is a list of the links noted above:

About the Bonded Medical Program

<https://www.health.gov.au/our-work/bonded-medical-program>.

Privacy Notice for the Bonded Medical Program – BRoSS

<https://www.health.gov.au/using-our-websites/website-privacy-policy/privacy-notice-for-the-bonded-medical-program-bross>

Privacy Notice for the Bonded Medical Program – BRoSS – Participants and Family members

<https://www.health.gov.au/using-our-websites/website-privacy-policy/privacy-notice-for-the-bonded-medical-program-bross-participants-and-family-members>

Modified Monash Model

<https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm?language=und>

Part VD of the Health Insurance Act 1973

<https://www.legislation.gov.au/C2004A00101/latest/text>

Health Insurance (Bonded Medical Program) Rule 2020 -

<https://www.legislation.gov.au/F2019L01513/latest/text>

Privacy Act 1988

<https://www.legislation.gov.au/C2004A03712/latest/text>

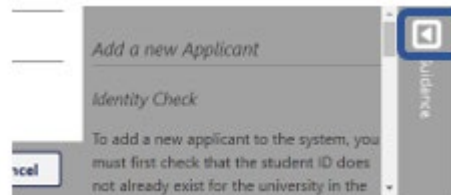
Privacy Policy – Department of Health, Disability and Ageing

<https://www.health.gov.au/resources/publications/privacy-policy>



Guidance

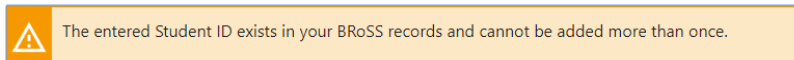
When performing tasks (Search to edit/view a participant, view full participant list or adding an applicant), each new screen includes a 'Guidance' tab. The 'Guidance' tab on the right-hand side of each section provides additional information and instructions to assist perform each task. Click on the arrow to expand the section and scroll down to access the information and click on the arrow again, to close the section.



Add an Applicant

Before a new applicant can be added, BRoSS will use the 'Student ID' you enter and check for any existing records for that student to avoid creating a duplicate record.

- If the 'Student ID' already exists, the following notification will be displayed:



(Please contact the Program team – BondedMedicalProgram@health.gov.au, for assistance if this applicant needs to be used.)

- If the 'Student ID' does not exist, a different notification will be displayed, and the 'Search' button will change to 'Proceed'.

Upon clicking 'Proceed', the 'Add a new applicant' screen will be displayed. Fill in the mandatory fields (marked with orange) and click 'Save' to complete the task.



Task - Add a new applicant

Identity

Student ID 0

Personal details

First Names

Family Name

Date of birth 05/02/2020

Contact details

Contact email

Phone (optional)

Course and eligibility

Course

Course details

- ☐ Transfig101 Transfiguration - Southbank - 5 years
- ☐ Magic101 Advanced Magical Spells - Gold Coast - 6 years

Eligibility

Resident status

☐ This Applicant is an Australian Citizen or Permanent Visa Holder

Accepted place

☐ This Applicant has been offered and accepted a place in Medical School at this University on the condition that they participate in the Bonded Medical Program

Save Cancel

Clicking 'Save' will return you to your Dashboard.

NOTE: The functionality to add a new applicant into the Bonded Medical Program is only available from 1 January to 30 June each year.

If an applicant needs to be added outside of this period, contact the Program Team at bondedmedicalprogram@health.gov.au



View the Full Participant List

Upon clicking the 'View the full participant list' button, the system will display a notification showing how many matches were found, and a list of participants in a table.

The screenshot shows the BRoSS interface. At the top, there's a 'Tasks' bar with three buttons: 'Add an Applicant', 'View the full participant list' (highlighted with a blue box), and 'Search to edit or view a participant'. Below this, a green notification bar states '115 matches have been found for the search and are displayed in the table below.' Underneath, a 'Participant details' section shows a pagination control 'Showing 1 to 10 of 115 entries' with a blue box around the page numbers 1 through 10. Below the pagination is a table with 8 columns: Student ID, First names, Family name, Date of birth, Course ID, Participant ID, Phase, and Actions. The table contains 4 rows of data.

Student ID	First names	Family name	Date of birth	Course ID	Participant ID	Phase	Actions
▶ 1256ABC	Scott	Nomates	19-01-2001	Magic101	192686	Student	Edit Note
▶ 2342343333	Red	Row	28-01-2000	Magic101	206202	Student	Edit Note
▶ 12313555	Margo	Mundy louise	28-01-2011	Magic101		Applicant	Edit Note
▶ 1231233	Nelly	Nawson	28-01-2000	Magic101	206181	Student	Edit Note

The search results will initially display a maximum of 10 records per page; if there are more than 10 records, the number of additional pages will also be displayed. To navigate directly to another page of records, select a page number; to navigate forwards or backwards through the records, one page at a time, click on the arrows to either side. By default, 10 records are displayed on each page; this setting can be changed to 25 or 50 by clicking the arrow to the right of the number in this box.

Under the column 'Phase' - it provides information on the listed individual's status under the Program:

Applicant – offered a Bonded Medical Program place. University users can view both active and inactive applicants in this list.

Student – accepted their Bonded Medical Program place. University user will only see active Students in this list, once the student has completed their medical studies or withdrawn and it has been processed in BRoSS, they will be removed from the university view.

Expand Individual Records

To expand a search result so more information can be viewed about a participant, select the ▶ icon on the left side of the participant ID.

The screenshot shows the same table as before, but the first column (Student ID) is expanded for the third row (Margo). A blue box highlights the expand/collapse icon (▶) next to the Student ID '12313555'.

Student ID	First names	Family name	Date of birth	Course ID	Participant ID	Phase	Actions
▶ 1256ABC	Scott	Nomates	19-01-2001	Magic101	192686	Student	Edit Note
▶ 2342343333	Red	Row	28-01-2000	Magic101	206202	Student	Edit Note
▶ 12313555	Margo	Mundy louise	28-01-2011	Magic101		Applicant	Edit Note
▶ 1231233	Nelly	Nawson	28-01-2000	Magic101	206181	Student	Edit Note



To minimise the record, select the  icon.

Student ID	First names	Family name
▶ 1256ABC	Scott	Nomates
▶ 2342343333	Red	Row
▼ 12313555	Margo	Mundy louise

Personal details

Family name **Mundy louise**

First names **Margo**

Download Participant List

At the base of each page of the search result list is an action to 'Download participant list'.



Clicking on this, will download the entire list of participants, including their Year of enrolment, into an excel spreadsheet which will be located in the user's 'Downloads' folder.

The columns include:

Participant ID	Given names	Family name	Contact email	Student ID	Scheme	Phase	Status	University	Year of enrolment
----------------	-------------	-------------	---------------	------------	--------	-------	--------	------------	-------------------

Add a Note

Beside each displayed record, there are options to 'Edit' the record or update the information in 'Note'.

Student ID	First names	Family name	Date of birth	Course ID	Participant ID	Phase	Actions
▶ 12313555	Margo	Mundy louise	28-01-2011	Magic101		Applicant	Edit Note



Clicking on the 'Note' action enables the user to save an additional note for the participant. Notes are date and time stamped and therefore cannot be edited once saved. Only your university users and health users can view the notes attached to each applicant/participant record.

Note

This note will be saved as a date and timestamped log file.
It can not be edited once saved.

Save Cancel

Once saved, the note will be displayed within an applicant/participant's record.

12313555 Margo Mandy lounie 28-01-2011 Magic101 Applicant Edit | Note

Personal details

Family name **Mundy louise**
First names **Margo**
Date of birth **28-01-2011**
Contact details
Contact email **margo@hotmail.com**
Secondary contact email
Phone **1234567890**

Program details

Student ID **12313555**
Course ID **Magic101 Advanced Magical**
Campus **Gold Coast**
Participant ID
Phase **Applicant**
Status **Active**

University notes

Notes

brossadmin1 , 05/02/2020 13:46:23 AEST
This is a test of the note action functionality



Edit Record

Clicking the 'Edit' action enables direct editing of the applicant's details.

Note: you are only able to 'Edit' an 'Applicant's' record. Once they become a 'Student' it is their responsibility to update their details.

Student ID	First names	Family name	Date of birth	Course ID	Participant ID	Phase	Actions
▶ 12313555	Margo	Mundy louise	28-01-2011	Magic101		Applicant	Edit Note

You will have the capability to edit aspects of identity, personal details, course details and Program eligibility.

Task - Edit a participant

Identity

Student ID

Personal details

First Names

Family Name

Date of birth

Contact details

Contact email

Phone (optional)

Course and eligibility

Course

Course details

- ☐ Transfig101 Transfiguration - Southbank - 5 years
- ☒ Magic101 Advanced Magical Spells - Gold Coast - 6 years

Eligibility

Resident status ☒ This Applicant is an Australian Citizen or Permanent Resident

Accepted place ☒ This Applicant has been offered and accepted a place in Medical School at this University on the condition that they participate in the Bonded Medical Program

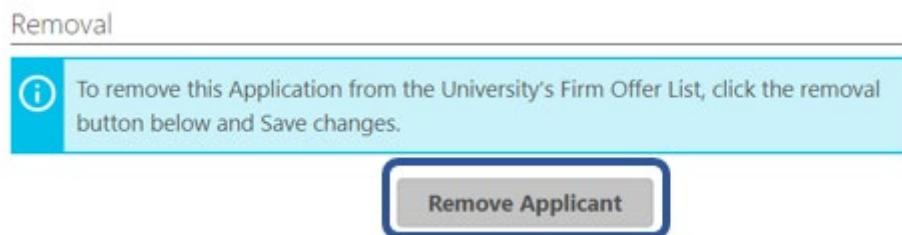
Removal

NOTE: University's are only able to edit an Applicants record. Once the Applicant has agreed to participant and their Phase has updated to Student, their record becomes locked and the university can no longer edit the record.

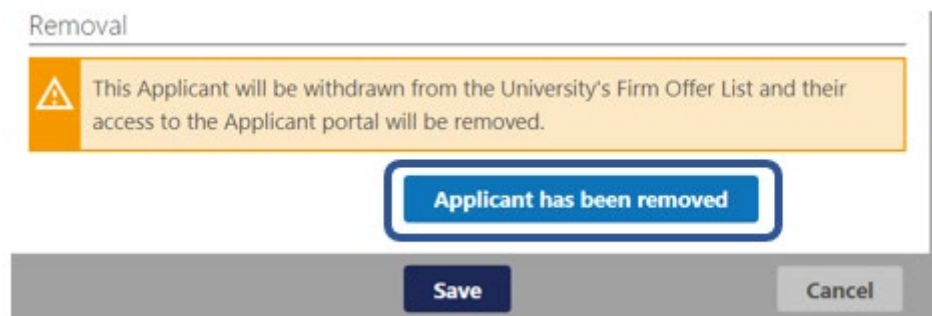


Remove Applicant

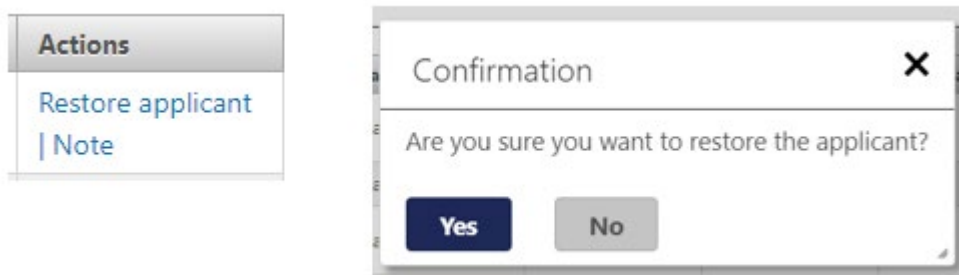
Below the participant's details in the 'Edit a participant' screen, there is an option to remove an applicant from the University Firm Offer List.



Clicking on this button will prompt a warning that the applicant will be withdrawn from the list and the button will change to read 'Applicant has been removed'; clicking on this button will reverse the removal. However, neither action will be completed or recorded until the 'Save' button is clicked.



For applicants that have been removed, the option to restore the applicant will appear as an action against that name in the participant details search screens. Upon clicking 'Restore applicant', a confirmation screen will appear. Click 'Yes' or 'No' as appropriate.





Search to Edit or View a Participant

Clicking on this option brings up the following screen.

Find a participant

Search using at least one field below.

Student ID

Any part of the Name

Clear

Search Cancel

Participant details - Search results

Filter setting

- ☒ Show all results
- ☐ Show applicants only
- ☐ Show participants only

Results can be filtered to display all results, or only applicants or participants (Students).

A search can be conducted by Student ID or a name. Note that the system will return results for partial matches of a Student ID or a name. For example, searching for Student ID '123' will return the following results:

	Student ID
▶	12313555
▶	1231233
▶	123123
▶	12312367
▶	12312367
▶	1234567890
▶	123456
▶	1234
▶	1237DEF
▶	1234546

While a search against the name 'se' will return the following:

First names	Family name
Margo	Mundy louise
wyse	300
Dell	Mouse
Lucy	Lain Rose
Andy Pirate sea	Angles
Kate	Rise



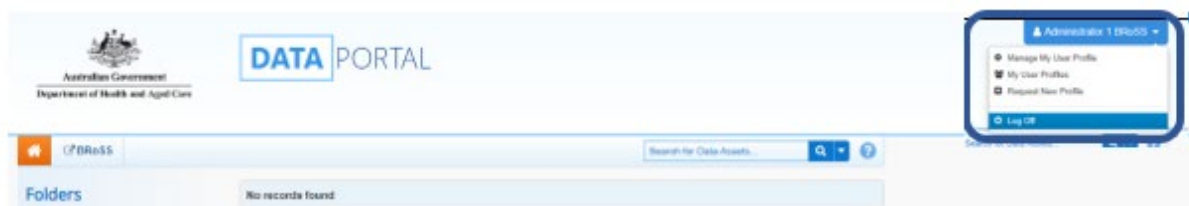
Providing more information for each field will better refine the search results e.g., if the exact name or Student ID is known, entering these will result in an individual record rather than many pages of results.

Log Out

To 'log out' of BRoSS, select the *Log out* link in the top right corner of the screen.



Then log out of the Data Portal by selecting the username in the top right corner of the screen and then *Log out*.



Additional assistance

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

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