



Australian Government

**Department of Health,
Disability and Ageing**



BONDED RETURN OF SERVICE SYSTEM (BROSS)

PARTICIPANT USER GUIDE UPDATING YOUR PERSONAL DETAILS

July 2026



Updating your Personal Details

To update your personal details, click on the **'My Program Information'** button from your BRoSS dashboard.

My dashboard - Daisy D Duck - 2516783

Important information

Welcome

Participants of the Bonded Medical Program (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 after you have completed your course of study in medicine as outlined in Section 16 (1)(a) of the [Rule](#). After commencing eligible work you must enter the eligible location and start date of your RoSO plan in BRoSS. This plan may be changed any time before you commence the activity within BRoSS, under Plan my RoSO.

Within a year of completing work at an eligible location you must provide relevant information and evidence to confirm you have completed your work in accordance with your RoSO plan.

To help you navigate BRoSS we've developed the [BRoSS Participant User Guide](#). The guide is designed to support you in meeting your obligations and using BRoSS effectively.

Learn and Plan

For more information use the Learn and Plan sections to find out more about the Program. You can also visit the Department of Health, Disability and Ageing [website](#) for more information about the Program.

Your Details

You can view and edit your personal details at any time, under My Program information.

We use the contact information you enter in BRoSS to send you email notifications and reminders. It is a Program requirement that you keep your contact details up to date.

If you are using your university email address, please include an alternative email address so you continue to receive all necessary correspondence after you graduate.

Your Program Timeline

This shows which career phase you are in. There are reporting obligations, called Notifiable Events, for each phase. These can be updated under Manage my RoSO. Read more about your reporting obligations in Section 15 of the [Rule](#).

[Learn](#)

[Plan](#)

[Manage my agreement](#)

Tasks

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

Program timeline

Student Intern Prevocational Vocational Fellow

Medical Course Completion Date: **02/11/2025**

Program Completion Deadline: **02/11/2043**

RoSO planning (Weeks)

21.0	135.0 unplanned
------	-----------------

RoSO summary (Weeks)

21.0	135.0 remaining
------	-----------------

My current notifications

On this screen you can make changes to your personal details under the different accordions such as your name, date of birth, mailing address, email address/es and contact number.

Expand the **'Personal contact details'** accordion by clicking on the arrow to confirm your details are correct.

My Program information

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

- Personal contact details**
- Mailing address
- Change name or date of birth
- Medical course details
- Medical course timeframe
- Program extension
- Exceptional Circumstances

[+ Expand all](#)

[Close](#)



Personal contact details

Use this task to update your personal contact details.

Given names **Daisy D**

Family name **Duck**

Date of birth **05-08-2004**

[Contact details](#)

Contact email **Daisy.Duck@health.gov.au**

Phone **00 0000 0003**

[Alternate contact details](#)

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

Alternate email **TEST@health.gov.au**

Alternate phone -

[Uploaded evidence](#)

No documents uploaded

Click **'Edit'** to update information as required. Please ensure you add an alternative email address to ensure you continue to receive Program notifications after you graduate or change employer. You can also add an alternative phone number if you wish.

Click **'Save'** once the relevant information has been updated.

Edit: Personal details

Given names **Daisy D**

Family name **Duck**

Date of birth **05-08-2004**

[Contact details](#)

Contact email

Phone

[Alternate contact details](#)

Alternate email (Optional)

Alternate phone (Optional)

To review and update your mailing address click on the arrow to expand the **'Mailing address'**



accordion.

My Program information

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

- > Personal contact details
- > Mailing address
- > Change name or date of birth
- > Medical course details
- > Medical course timeframe
- > Program extension
- > Exceptional Circumstances

+ Expand all

Close

Click **'Edit'** to update information as required.

▼ Mailing address

Use this task to update your mailing address details.

Address line 1 **90210 Hollywood Road**

Address line 2 -

City/Suburb/Town **Sydney**

State/Territory **New South Wales**

Country **Australia**

Postcode **2726**

Edit

Click **'Save'** once the relevant information has been updated.



Edit: Mailing address

Address line 1

Address line 2 (Optional)

City/Suburb/Town

State/Territory

Country

Postcode

To update your name or date of birth, click on the arrow to expand the 'Change name or date of birth' accordion.

My Program information

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

- > Personal contact details
- > Mailing address
- > Change name or date of birth**
- > Medical course details
- > Medical course timeframe
- > Program extension
- > Exceptional Circumstances

+ Expand all

Click on the 'Advise' button.

Change name or date of birth

Use this task to advise the Program of a legal change to your name or a correction of your date of birth.

Given names **Daisy D**

Family name **Duck**

Date of birth **05-08-2004**

Uploaded evidence

No documents uploaded



Australian Government

Department of Health,
Disability and Ageing



Click on the 'Choose Files' button to upload the required evidence of any legal changes and then click 'Save'.

Advise: Change name or date of birth

Given names

Family name

Date of birth

Upload evidence
Upload evidence of any legal changes.

No documents listed