



Australian Government
Department of Health,
Disability and Ageing



BONDED RETURN OF SERVICE SYSTEM (BROSS)

**GUIDE FOR UNIVERSITY USERS
SEPTEMBER 2026**



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Introduction

Implemented in 2020, the Bonded Medical Program (Program) helps 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.

The Bonded Return of Service System (BRoSS)

To support the Program, the Department of Health, Disability and Ageing (department) built BRoSS, a web portal, to assist Program participants, university staff, and Rural Workforce Agencies to manage their obligations. BRoSS allows a Program participant to self-manage their Return of Service Obligation (RoSO). 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
- review, monitor and update their firm offer list
- track applicant status for acceptance of the Program's Terms and Conditions
- access resources to inform and support applicants

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 navigate 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.

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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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ABOUT

[Privacy Statement](#)
[Terms & Conditions](#)
[Contact Us](#)

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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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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ABOUT

[Privacy Statement](#)

[Terms & Conditions](#)

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QUICK LINKS

[User Support](#)

[Frequently Asked Questions](#)



5. The Health Authentication Gateway screen will be displayed. Click on **‘Continue with Digital ID’**. (Do not select **‘Login with myGov’** as this will take you to the wrong screen).

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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, click **‘Select myID’** to continue.

Select your identity provider

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 and 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.



9. The **‘Registration - Confirm Details’** screen will display, confirm the onscreen details, then tick the certification box and click **‘Next’**.

Registration

1 Authentication *Mandatory field [Confirm Details](#)

2 **Confirm Details**

3 Contact Information

4 Nominate Folder and Terms & Conditions

5 Complete

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.

Next

10. The **‘Contact Information’** screen will display, enter your contact information and click **‘Next’**.

Registration

1 Authentication *Mandatory field [Contact Information](#)

2 Confirm Details

3 **Contact Information**

4 Nominate Folder and Terms & Conditions

5 Complete

Please provide contact details below and click **Next** to proceed.

Contact Number 1: -- Choose type --

Contact Number 2: -- Choose type --

Your email address *

Next

11. The **‘Nominate Folder’** screen will display, select the **‘BRoSS’** folder from the drop-down list.

Registration

1 Authentication *Mandatory field [Nominate Folder](#)

2 Confirm Details

3 Contact Information

4 **Nominate Folder and Terms & Conditions**

5 Complete

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

Nominate Folder * -- Choose a folder --

[Terms and Conditions](#)



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.

An email is sent to the department advising that a new BRoSS user has been registered. Once the department has assigned all roles and associated privileges to your account, an email will be sent notifying you 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 Porta (HDP): <https://dataportal.health.gov.au>.
2. Select Log in.





3. Select 'myID' and authenticate.

The screenshot shows the 'Health Authentication Gateway' with the heading 'Select an identity provider'. It asks 'Which credential would you like to use?' and offers three options: 'Digital Identity and RAM', 'VANguard FAS', and 'myGov'. A blue box highlights the 'Remember my selection' checkbox and the 'Continue with Digital Identity' button. A callout box on the right states: 'You can click to remember your selection for next time.'

4. Once authenticated, the HDP dashboard will open and you can select 'BRoSS' to open your BRoSS dashboard.

The screenshot shows the 'DATA PORTAL' dashboard. It features the Australian Government logo and a navigation bar with a 'BRoSS' link highlighted by a blue box. Below the navigation bar, there is a 'Folders' section and a message 'No records found'.

BRoSS Functionality

Once logged in, the following screen will display. This is your main dashboard.

The screenshot shows the BRoSS dashboard. It includes the Australian Government logo, the BRoSS logo, and a 'Log out' link. The main content area is titled 'Maintain participant details - Department of Health' and contains a 'Tasks' section with buttons for 'Search to edit/view a participant', 'View the full participant list', and 'Add an Applicant'. Below this is a 'Participant details' section with a table header and a message 'No listed results.'

Student ID	Given names	Family name	Date of birth	Course ID	Participant ID	Phase	Actions
No listed results.							

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

The screenshot shows the 'Manage' tab in the top left corner of the dashboard. The 'Maintain participant details' link is highlighted by a blue box.



The **‘Maintain participant details’** screen includes the following **‘Tasks’**:

Tasks

 [Search to edit/view a participant](#)

 View the full participant list

 Add an Applicant

These **‘Tasks’** allow you to:

- **Search to edit/view a participant;**
 - 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;**
 - export the list to excel.
- **Add an applicant;**
 - enter Bonded CSP applicants.
 - This function is only available between **1 January and 30 June**. Outside of these dates the **‘Add an applicant’** button will be greyed out (If an applicant needs to be added outside of this period, contact us via bondedmedicalprogram@health.gov.au).



Under the 'About BRoSS' tab, there are external links to information about the Program:

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, Disability and Ageing	↗

Here is a list of the links noted above for your reference:

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>

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>

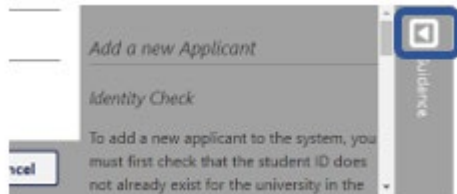
Privacy Policy – Department of Health, Disability and Ageing

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



Guidance

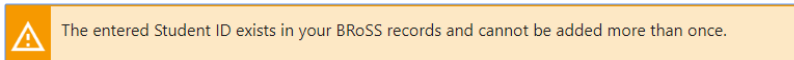
When performing ‘Tasks’ (‘**Search to edit/view a participant**’, ‘**View full participant list**’ or ‘**Add an applicant**’), each section includes a ‘**Guidance**’ tab on the right of screen. The ‘**Guidance**’ tab provides additional information and instructions to assist you to perform each task. Click on the arrow to expand the ‘**Guidance**’ tab and scroll down to view/access the information available. Click on the arrow again, to close the tab.



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 prevent the creation of duplicate student records.

- If the ‘**Student ID**’ already exists, the following notification will be displayed:



(Please contact us via BondedMedicalProgram@health.gov.au for assistance if this applicant needs to be used.)

- If the ‘**Student ID**’ does not exist, the notification below will be displayed, click ‘**Proceed**’ to continue.



The **'Add a new applicant'** screen will be displayed. Fill in the mandatory fields (marked **orange**) and click **'Save'** to complete the task.

Participant tasks - Department of Health

Add a new applicant

Identity

Student ID **223456**

Personal details

Given names

Family Name

Date of birth

Contact details

Contact email

Phone (optional)

Course and eligibility

Course

Course details

- ☐ B.Charms Bachelor of Charms - Department of Health Campus 1 - 6 years
- ☐ B.Po Bachelor of Potions - Department of Health Campus 3 - 4 years
- ☐ B.TFig Bachelor of Transfiguration - Department of Health Campus 2 - 5 years
- ☐ D.Alch Doctor of Alchemy - Department of Health Campus 1 - 6 years
- ☐ D.App Doctor of Apparition - Department of Health Campus 2 - 5 years
- ☐ D.Da Doctor of Dark Arts - Department of Health Campus 3 - 4 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**

You will then be returned you to your dashboard.



View the Full Participant List

Upon clicking the **‘View the full participant list’** button, the system will display a notification showing the number of matches found and a list of participants in a table.

Tasks

46 matches have been found for the search and are displayed in the table below.

Search to edit/view a participant | **View the full participant list** | Add an Applicant

Participant details

Showing 1 to 10 of 46 entries

Student ID	Given names	Family name	Date of birth	Course ID	Participant ID	Phase	Actions
PATCH	Patch	Test	05-06-2006	D.App	-	Applicant	Edit Note
987098	Harry	Highpants	23-08-2007	B.Po	-	Applicant	Edit Note
TONG	Tong	Tong	07-06-2005	D.App	-	Applicant	Edit Note
23456543	Christopher	Moltisanti	10-03-1994	D.Alch	2516790	Student	Edit Note
CASSANDRA	Cassandra	Cain	01-06-2004	B.Charms	-	Student	Edit Note
GARRICK	Jay	Garrick	01-05-2004	B.Charms	2616864	Student	Edit Note
TYLER	Rex	Tyler	01-05-2004	B.Charms	2616863	Student	Edit Note

The default number of participants displayed on a page is **10**, this can be changed to **25** or **50** by clicking the down arrow to the right of the number in this box. Alternatively, you can navigate directly to a specific page of records by clicking on the relevant page number, or; navigate forwards or backwards through the records one page at a time by clicking on the arrows on either side.

Under the column heading **‘Phase’** you can see each participant’s current status under the Program:

Applicant – offered a Bonded CSP but has not yet accepted the Program conditions to formally become a Program participant. University users can view both active and inactive applicants in this list.

Student – agreed to the conditions of the Program and has formally become a Program participant under the *Health Insurance Act 1973*. University users will only see active Students in this list, once the student has either completed their medical studies or withdrawn from the Program, 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 to the left side of the participant ID.

	Student ID	Given names	Family name	Date of birth	Course ID	Participant ID	Phase	Actions
	PATCH	Patch	Test	05-06-2006	D.App	-	Applicant	Edit Note
	987098	Harry	Highpants	23-08-2007	B.Po	-	Applicant	Edit Note
	TONG	Tong	Tong	07-06-2005	D.App	-	Applicant	Edit Note
	23456543	Christopher	Moltisanti	10-03-1994	D.Alch	2516790	Student	Edit Note



To minimise the record, select the  icon.

	Student ID	Given names	Family name
	PATCH	Patch	Test
	987098	Harry	Highpants

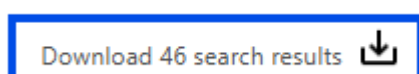
Personal details

Family name **Highpants**

Given names **Harry**

Download Participant List

At the base of each page of the search result list is an option to **‘Download participant list’**.



Clicking on this will download the entire list of participants as an excel spreadsheet to the user’s **‘Downloads’** folder with details for each participant as shown in the headings below.

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	Given names	Family name	Date of birth	Course ID	Participant ID	Phase	Actions
987098	Harry	Highpants	23-08-2007	8.Po		Applicant	Edit Note

Clicking on **‘Note’** enables the user to add a 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.

2000 characters maximum

Save

Cancel



Once saved, the **‘Note’** will be displayed within an applicant/participant’s record.

987098	Harry	Highpants	23-08-2007	B.Po	Applicant	Edit Note
Personal details			Program details			
Family name Highpants			Student ID 987098			
Given names Harry			Course ID B.Po Bachelor of Potions			
Date of birth 23/08/2007			Campus Department of Health Campus 3			
Contact details			Participant ID			
Contact email			Phase Applicant			
Phone 88 8888 8888			Status Active			
			Notes			
			University notes 920748628, 15/08/2008 12:31:01 AEST Testing Uni note entry ---			

Edit Record

Clicking on **‘Edit’** enables the user to edit the applicant’s details.

	Student ID	Given names	Family name	Date of birth	Course ID	Participant ID	Phase	Actions
▶	987098	Harry	Highpants	23-08-2007	B.Po		Applicant	Edit Note



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

Task - Edit a participant

Identity

Student ID987098

Personal details

Given namesHarry

Family NameHighpants

Date of birth23/08/2007

Contact details

Contact email

Phone (optional)(88) 8888 8888

Course and eligibility

Course

Course details

☐ B.Charms Bachelor of Charms - Department of Health Campus 1 - 6 years

☒ B.Po Bachelor of Potions - Department of Health Campus 3 - 4 years

☐ B.TFig Bachelor of Transfiguration - Department of Health Campus 2 - 5 years

☐ D.Alch Doctor of Alchemy - Department of Health Campus 1 - 6 years

☐ D.App Doctor of Apparition - Department of Health Campus 2 - 5 years

☐ D.Da Doctor of Dark Arts - Department of Health Campus 3 - 4 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

To remove this Application from the University's Firm Offer List, click the removal button below and Save changes.

Remove Applicant

Save

Cancel

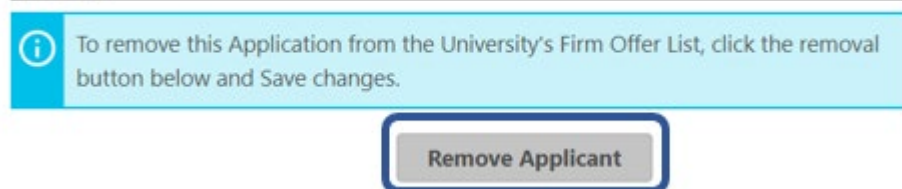
Note: university users are only able to 'Edit' a record that is at the 'Applicant' phase. Once an 'Applicant' becomes a Program participant their phase will change to 'Student', it is then the student's responsibility to ensure that the details in their BRoSS record are kept up-to-date and accurate.



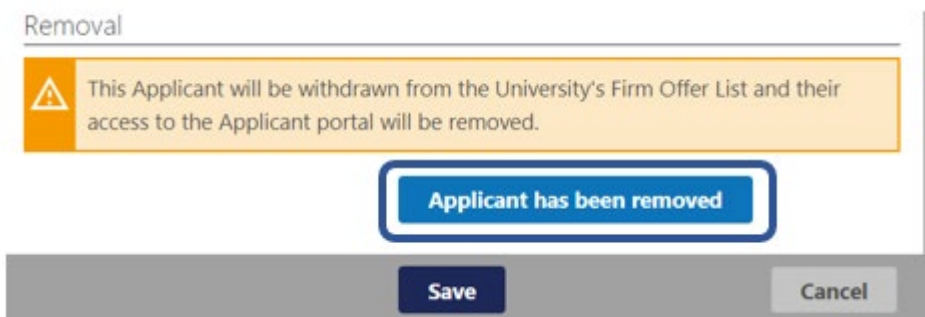
Remove Applicant

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

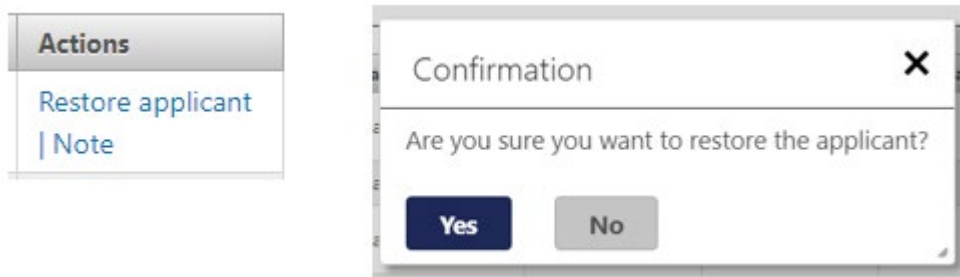
Removal



Clicking on this button will prompt the 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 finalise or record the action until the **'Save'** button is clicked.



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





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 students (i.e., Program participants).

A search can be conducted using the student's ID or name. Please note that the system will return results for partial matches of a Student ID or name.

For example, conducting a Student ID search using **'123'** will return a list of students whose Student ID contains **'123'** within their ID:

	Student ID
▶	1234564
▶	12345673
▶	1234567
▶	12345543
▶	123452129
▶	123456789
▶	123456

While a name search using letters **'ha'** will return results for all students whose name contains **'ha'** within their given or family name:

Given names	Family name
Harry	Highpants
Harold	Holt
Handy	Smurt
Ken	Richards

Providing more information for each field will better refine the search results. For example, if the exact name or Student ID is known, entering these details will result in an individual record rather than multiple search results.



Log Out

To log out of BRoSS, click the **‘Log out’** link at the top right of screen.



Then click **‘Name’** at the top right corner of the screen and select **‘Log off’**.



Additional information and assistance

University staff can find additional Program information on the [university page](#) of our website.

Students can find Program information and useful resources on the [student page](#) of our website.

For assistance, please contact us via BondedMedicalProgram@health.gov.au using the subject title format below. This will ensure your email is easily identifiable as a university query and triaged as a priority:

Bonded Medical Program – university name – request type