



BHRS Credentialing/Avatar Access - Contractor Provider Cheat Sheet

All new users requesting access to San Mateo County BHRS Electronic Medical Record System (Avatar) are required to complete the following paperwork. These forms are used by BHRS to assign user rights & responsibilities.

1. BHRS Credentialing Confirmation Form
2. VPN application
3. Electronic Signature Agreement, or Request for Look-up Only Access Form
4. Attend Avatar Training

1. The BHRS Credentialing Confirmation Form is for new contracted providers or providers whose Professional status has changed. Each Agency is required to verify that the information is correct prior to submission of the form to BHRS.

Sections 1-5 are to be completed by the applicant's agency. Prior to submission, the applicant should have the form signed by a Supervisor acknowledging that the information submitted is correct.

Section 4, **Demographics is Optional**. If the applicant chooses to complete this section information obtained by BHRS is confidential.

Section 5 is for medical staff only.

2. VPN Application -Contractors: All information is required on Page 1 & 2. Page 2, computer setup - all information is required. On Page 3, Section 1 - Contractor Information - a Supervisor must complete information and sign on page 3, **Contractor Contact Signature**.

3. Electronic Signature Agreement - Signature and Printed Name/Job Title is required. Program Supervisor's signature is also required.

Request for Look-Up Only Access - Avatar - Signature and Printed Name is required. Program Supervisor's signature & Agency is required. On **Credentialing Form Section 1** only and verifying signature.

4. Avatar Training - Once all paperwork has been submitted and verified with correct information then Provider can attend Avatar Training (Admin or Clinical).