



Instructions for Requesting an Avatar Staff ID

New Avatar Users requesting an Avatar Staff ID

1. Submit the Avatar Account Request Form to the Avatar Department via email avataraccounts@sfdph.org or fax to 415-252-3008
2. The Avatar Department will forward the Request Form to the Credentialing Unit
3. The Credentialing Unit will send to the user an email from (noreply@sfdph.org) with a link access the online credentialing application portal (MD-App)
4. Upon successful completion of the credentialing/verification process an Avatar Staff ID Number will be generated
5. The Compliance Unit will send an email notification to the user, supervisor, and the Avatar Accounts manager with the assigned Avatar Staff ID number and approved classification type.

Existing users updating an Avatar Staff ID

1. Submit a new Avatar Account Request Form to the Avatar Department via email avataraccounts@sfdph.org or fax to 415-252-3008
2. The Avatar Department will forward the Request Form to the Credentialing Unit
3. The Credentialing Unit will send to the user an email from (noreply@sfdph.org) with a link access the online credentialing application portal (MD-App)
4. Once the update process has been completed the Compliance Unit will send an email to the user, their supervisor and the Avatar accounts manager notifying that update has been completed

Note:

- An Individual NPI number is required for all Avatar Staff ID assignment including admin/support staff. NPI numbers are obtained through the NPPES at <https://nppes.cms.hhs.gov/>.
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- The taxonomy codes listed below are the only valid codes acceptable for San Francisco County Behavioral Health Services

Taxonomy Code List

172V00000X	Admin/Clerical/Peer Specialist
101YA0400X	Registered/Certified AOD Counselor
106H00000X	Associate Marriage and Family Therapist (AMFT)
101Y00000X	Associate Clinical Social Worker (ASW)
101YP2500X	Associate Professional Clinical Counselor (APCC)
364S00000X	Clinical Nurse Specialist (CNS)
172V00000X	Community Health Worker (MHW)
101Y00000X	Counselor (MHRS)
104I00000X	Licensed Clinical Social Worker (LCSW)
103T00000X	Licensed Phycologist (PhD/PsyD)
101YP2500X	Licensed Professional Clinical Counselor (LPCC)
106H00000X	Licensed Marriage & Family Therapist (LMFT)
164X00000X	Licensed Vocational Nurse (LVN)
167G00000X	Licensed Psychiatric Technician (LPT)
363L00000X	Nurse Practitioner (NP)
225X00000X	Occupational Therapist (OT)
363A00000X	Physician Assistant (PA)
103T00000X	Psychologist (PhD)
363A00000X	Physician Assistant (PA)
2084P0800X	Psychiatrist (MD)
163W00000X	Registered Nurse (RN)
183500000X	Pharmacist
390200000X	Pharmacy Intern
183700000X	Pharmacy Technician
390200000X	Student, Health Care Student/Intern/ Psychiatry Residents
101Y00000X	Waivered Phycologist (Phd/Psyd)