



<b>Administrative Policy</b>		<b>1208</b>
<b>Effective</b> <b>April 1, 2018</b>		<b>Expires</b> <b>March 31, 2019</b>
Policy: <b>MICN Authorization</b>	Approval: Medical Director <b>Reza Vaezazizi, MD</b>	Signed 
Applies To: <b>MICN, EMS System</b>	Approval: REMSA Director <b>Bruce Barton</b>	Signed 

**PURPOSE**

The purpose of this policy is to describe the requirements for mobile intensive care nurse (MICN) authorization in the County of Riverside.

**AUTHORITY**

[California Health and Safety Code - Division 2.5: Emergency Medical Services \[1797. - 1799.207.\]](#)  
[California Code of Regulations, Title 22. Social Security, Division 9. Prehospital Emergency Medical Services](#)

**Mobile Intensive Care Nurse Authorization**

1. In order to be eligible to apply for authorization as an Mobile Intensive Care Nurse (MICN), an individual must:
  - a. Be currently licensed by the State of California as a Registered Nurse (RN).
  - b. Have successfully completed within the last one year, a Riverside County approved MICN course.
  - c. Be employed in the Emergency Department at a Base Hospital within Riverside County (proof of employment must be shown on facility letterhead. Paycheck stubs or photo I.D. cards are not acceptable).
  - d. Have successfully completed an ALS Skills Competency review.
  
2. MICN Authorization will be valid for up to two years from the date of completion of the approved MICN course, provided the criteria outlined in Section 1 are maintained.
  
3. Authorization expires on the expiration date of the current California State Registered Nursing license.
  
4. Any individual applying for authorization as a MICN in Riverside County will use the on-line credentialing system. However, prior to on-line application, the nurse will assemble the following documents:
  - a. A current and valid State of California Registered Nurse license.
  - b. Original documentation of criteria fulfillment as specified in Section 1, b-d (above), including an original ALS Skills Competency Verification (SCV) form, completed by an approved verifier in accordance with the REMSA Policy for Skills Competency Verification.
  - c. A current legal photo I.D. (i.e., state driver license, state I.D. card, military I.D. or passport). Photo must clearly show the individual.
  
5. After assembling the above materials, the application can be accessed by going directly to the application portal: <https://ca.emsbridge.com/remsa/> or by accessing it through our website, [www.rivcoems.org](http://www.rivcoems.org). Once on the website, instructions will guide the applicant through each step. There is also a brief tutorial available. At a specific point in the application process the applicant will be instructed to download/attach the previously described documents. It is not necessary to complete the entire application process in one sitting. The system will save entered data if the application process gets interrupted.
  
6. The system will hold, but not process, an application until the required non-refundable fees are paid. Fees are to be paid via credit card (Visa, MasterCard, or Discover) through our on-line credentialing system. The payment process is explained on the final page ("Acknowledgment" page) of the electronic application.
  - a. Cash, personal checks, money orders, or cashier's check are not accepted. Only electronic payment via credit card or credited debit card will be accepted.

7. At the conclusion of the application process it will be possible to print an abbreviated version of the completed application, should the applicant wish to retain a copy.
8. Only complete applications (completed form with all supporting materials and fees) will be processed. Incomplete application packets remain in the system and a deficiency notice will be sent to the applicant, explaining the missing or incomplete information/document. Once the deficiencies are corrected, the complete application packet will be processed by REMSA personnel.
  - a. In certain cases, individuals may be required by REMSA to submit information or documents in addition to the standard elements as described in item 4. Applicants will be permitted one month to submit those additional materials. Applications not complete after 30 days will be considered abandoned, and reapplication (with repayment of fees) will be necessary.
9. Authorization is valid only so long as all eligibility requirements identified in item #1 are maintained in a current and valid state. Loss of ED employment with a REMSA-approved base hospital, or a change of employer, invalidates authorization; reauthorization upon re-employment in a base hospital ED can be attempted through the process outlined in the reauthorization policy.
10. It is the nurse's responsibility to keep his/her contact information updated with REMSA via the on-line credentialing system. Changes in address and/or mailing address, phone number, email address, employment, and any other contact information must be reported to REMSA within thirty (30) days of occurrence. Failure to maintain updated information can result in an individual's failure to receive/respond to notices, practice updates, and formal (licensure/accreditation) actions. Notification shall be made by
  - a. Accessing and updating the personal profile information of the individual in the on-line application system, AND
  - b. Notifying REMSA at [emsapps@rivcocha.com](mailto:emsapps@rivcocha.com) that changes/updates have been made.