



# Administrative Policy

1210

Effective <b>April 1, 2021</b>	Expires <b>March 31, 2022</b>
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Policy: <b>MICN Reauthorization</b>	Approval: Medical Director <b>Reza Vaezazizi, MD</b>	Signed 
Applies To: <b>MICN, EMS System</b>	Approval: EMS Administrator <b>Trevor Douville</b>	Signed 

**PURPOSE**

This policy defines the requirements for reauthorization as a mobile intensive care nurse (MICN) in Riverside County. As such, it is part of the system wide EMS Quality Improvement Program (EQIP).

**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 Reauthorization**

To be eligible to apply for reauthorization as a Mobile Intensive Care Nurse (MICN), an individual must:

- a. Possess or have possessed a valid Riverside County MICN authorization.
  - i. MICNs possessing a current authorization and those expired less than six months will incur no reauthorization requirements beyond “d.” below.
  - ii. MICNs expired one year or greater cannot reauthorize but may challenge the MICN authorization process (Refer to the REMSA Policy for Mobile Intensive Care Nurse Challenge).
  - iii. No individual may function as an MICN without a current, valid Riverside County authorization.
- b. Be licensed by the State of California as a Registered Nurse (RN) for the reauthorization period.
- c. Demonstrate continued employment in the Emergency Department at a Riverside County Base Hospital. Documentation of this criteria must be shown on facility letterhead (paycheck stubs or photo I.D. cards are not acceptable).
- d. Fulfill the Continuing Education (CE) requirements as noted below:
  - i. Documentation of this criteria will be verified by the applicant uploading their EMS Continuing Education certificates to their MICN Reauthorization application in the online LMS. Riverside County EMS Agency will not accept individual CE rosters.
    - 1. Nationally benchmarked or accredited courses issuing BRN CE credit such as ACLS, ATCN, CEN Review, ENPC, PALS, TCAR, TNCC, may qualify for EMS CE credit. Individual courses evaluated on an individual case basis, along with course objectives, and a valid BRN-CE certificate and/or copy of course roster.
  - ii. MICNs that have been expired six months up to one year must complete 15 hours of approved EMS Continuing Education (CE) credit during the last two years in addition to those hours required under Section “iii” below (for a total of 45 hours of CE).
  - iii. Have successfully completed within the current authorization period, or within the last two years, a total of 30 approved EMS CE (\*noting initial authorization and reauthorization gaps below in item #3) These credits may be obtained through paramedic approved courses or national certification courses and:
    - 1. Completion of a REMSA-approved ALS skills labs on Performance Standards, to include all modules required by REMSA. A completed, signed ALS skills verification form must be submitted to REMSA at the time of re-authorization and/or:
    - 2. A PLN coordinated/scheduled ride-out shift with a REMSA approved First Responder agency or Transporting provider; a maximum of 8 hours of EMS CE can be earned with this option. A REMSA approved ride-out evaluation form must be submitted to REMSA at the time of re-authorization.
    - 3. In cases where the *initial* MICN authorization was issued for a pro-rated period of RN licensure, the following initial reauthorization use of EMS CE algorithm should be utilized for the **first reauthorization only**:

- a. If initial authorization was less than 6 months: no EMS CE is required.
  - b. If initial authorization was 6 months up to 12 months: 8 EMS CE are required.
  - c. If initial authorization was 13 months up to 18 months: 15 EMS CE are required.
  - d. If initial authorization was 19 months through 24 months: 30 EMS CE are required.
- iv. Any national course not having an EMS CE provider number must be preapproved by the Riverside County EMS Agency to be accepted for CE credit.
1. MICN reauthorization will be valid for up to two years, provided the criteria outlined in Sections "1.b." and "1.c." are maintained.
  2. Authorization expires on the expiration date of the most recent California State Registered Nursing license.
  3. An individual applying for reauthorization as an MICN in Riverside County will do so using 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 to be valid into the new authorization period.
    - b. Documentation of criteria fulfillment as specified in "1.a.", "1.c", and "1.d" (above).
    - c. A copy of a current legal photo I.D. (i.e., state driver license, state I.D. card, military I.D. or passport). Copies of photo IDs must clearly show the individual.
    - d. Submission of an original ALS Skills Competency Verification (SCV) form, completed by an approved verifier in accordance with the REMSA Policy for SkillsCompetency Verification.
  4. 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.
  5. 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.
  6. 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.
  7. 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.
    - i. If the nurse fails to complete the reauthorization process prior to the current expiration date of his/her State license, an additional \$25 fee will be charged.
    - ii. 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 may be considered abandoned, and reapplication (with repayment of fees) will be necessary.
  8. Reauthorization applications need to be received a minimum of 30 days in advance of the expiration date

of the current authorization period to allow ample time for correction of any deficiencies, resolution of any concerns, verification from the employer, and processing time.

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 processes defined in this 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 (authorization) 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@rivco.org](mailto:emsapps@rivco.org) that changes/updates have been made.