

**1209****MICN Authorization****Administrative Policy**Last Reviewed: **October 4, 2022**Last Revised: **July 1, 2026****PURPOSE**

To describe the authorization requirements to function as a mobile intensive care nurse (MICN) in Riverside County.

APPLICATION

This policy applies to the nurse that is not currently an MICN and is seeking initial authorization. If a nurse has completed the REMSA approved MICN course, they are considered “provisional” and cannot independently communicate with EMS providers until they have completed AND been approved through the REMSA MICN authorization application process and signed off by Base Hospital Prehospital Liaison Nurse (PLN).

Minimum eligibility

To be eligible to apply for authorization as an MICN, an individual must:

1. Be licensed by the State of California (CA) as a Registered Nurse (RN) with a status of “Current.”
2. Be employed in an Emergency Department at a base hospital within Riverside County
 - a. Current employment is verified by the PLN through the on-line credentialing system.
3. Have successfully completed a REMSA approved MICN course within 365 days of the date of application.
4. Provide proof of participation in an ALS SCV course within 365 days of the date of application.

Authorization Period

MICN authorization will be effective for up to (2) two years from the date of completion of the approved MICN course, provided “Minimum Eligibility” requirements 1 & 2 (above) are maintained.

MICN authorization will expire on the same date as the MICN’s CA RN license.

Application Procedures

1. Nurses applying for authorization as an MICN in Riverside County will use the REMSA approved on-line credentialing system, found [HERE](#). To expedite the process, REMSA recommends that applicants scan and export the following documents into PDF format before initiating the application process:
 - a. Copy of current CA RN license.
 - b. Original documentation that provides proof of meeting all “Minimum Eligibility” requirements (2 – 4, above).
 - c. A current legal photo I.D. (i.e., state driver license, state I.D. card, military I.D., or passport). The photo must clearly show the individual’s face. Temporary driver’s licenses without a picture and military IDs where the applicant is not the primary issuant will not be accepted.
2. After navigating to the [online credentialing portal](#), applicants will click the “Create Account” button to begin. Instructions are available to guide the applicant through each step; a brief tutorial is also available. The system will instruct the applicant to upload/attach their authorization documents to their profile when appropriate.
 - 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.
 - At the conclusion of the application process, the option to print an abbreviated version of the completed application will be provided.
3. Only complete applications will be processed (completed form with all supporting materials and fees).
 - Deficiency notices will be emailed to the applicant, explaining the missing or incomplete documents or information. Once the deficiencies have been corrected, the complete application will be processed by REMSA.
 - In certain cases, applicants may be required to submit information or documentation in addition to the standard elements described in the “Minimum Eligibility” section (above). Applicants will be permitted an extra

thirty (30) calendar days to submit the additional materials.

- Applications that have been started but remain incomplete will be saved in the credentialing system in an “Initiated” status until completed, or for a maximum of sixty (60) days, whichever is shorter. After 60 days, the application will be considered abandoned, and the credentialing system will automatically withdraw it from the active queue. Once the status of an application is changed to “Withdrawn,” the applicant will need to initiate a new application if they wish to continue the authorization process.

Authorization Fee

The fee for initial MICN authorization is \$206.40.

- If the expiration of the CA RN license is less than (<) 60 days from the initial application, there will be no fee associated with the initial reauthorization submission.

The system will hold, but not process, an application until the required non-refundable fee is paid.

- **All fees paid to REMSA are non-refundable.**

Fees may be paid via debit card (so long as it bears a Visa, MasterCard, or Discover logo) or credit card (all issuers except for AMEX) through the on-line credentialing system. The payment process is explained on the final (“Acknowledgment”) page of the electronic application.

- Cash, personal checks, money orders, and cashier’s check are not accepted.
- REMSA recommends using Chrome or Firefox to process applications.

Conditions of Continued Authorization

Loss of employment in an Emergency Department at a base hospital within Riverside County, or a change of employer, will invalidate authorization.

- Reauthorization may be attempted through the process outlined in REMSA Policy 1210 (*MICN Reauthorization*) so long as re-employment is in the Emergency Department at another base hospital in Riverside County and the separation from the previous base station was less than (<) 12 months.
- If the separation from the previous base station is greater than (>) 12 months but less than (<) 36 months, the MICN may follow the process outlined in REMSA Policy 1211 (*MICN Challenge*) if their current employer elects to sponsor the MICN.

It is the MICN’s responsibility to keep his/her contact information updated with REMSA via the on-line credentialing system, found [HERE](#). Changes in address and/or mailing address, phone number, email address, employment, or any other contact information must be reported to REMSA within thirty (30) days of occurrence.

- Failure to maintain updated information may result in missed notices, practice updates, or communications regarding formal actions against a license, accreditation, or authorization. Notifications shall be made to REMSA by:
 1. Accessing and updating personal information using the on-line credentialing system **AND**
 2. Notifying REMSA at emsapps@rivco.org that changes/updates have been made.