

NewMMIS Job Aid: Extend a PAS Request

The purpose of the Pre-Admission Screening (PAS) request is to authorize elective/non-emergency acute or chronic hospital stays. PAS requests may be updated if they have been saved but not submitted. This job aid describes how to:

- Extend a pre-admission screening request submitted through the MassHealth Provider Online Service Center

Access Inquire/Maintain PAS Request

From the MassHealth Provider Online Service Center home page:

1. Click **Manage Service Authorizations**.
2. Click **Pre-Admission Screening**.
3. Click **Inquire/Maintain PAS Request**. The Search for PAS panel is displayed.

Search for PAS

On the **Search for PAS** panel:

4. Enter the **PAS Number**.
5. Click **Search**. The PAS Search Results panel is displayed.

Select PAS#

On the **PAS Search Results** panel:

6. Select the **PAS#**. If more than one record appears, use the admission date as a guide.

Extend the PAS

On the **PAS Information** panel, review the Base Information.

7. Click on the **Extensions** tab. The List of Line Items panel is displayed.

Select Line Item

On the **List of Line Items** panel:

8. Select the **Line Item**. The List of Extensions panel is displayed.

Create New Item

On the **List of Extensions** panel:

9. Click **New Item** to add an extension.

Enter Extension Detail

On the **Extension Detail** panel:

10. Select the **Requested Admission Type** using the drop-down list.
11. Enter the **Requested Days**.
12. Click **Add**. The List of Extensions panel is displayed.

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Verify the List of Extensions

On the **List of Extensions** panel:

13. Verify the request has been added to the list of extensions.
14. Click on the **Confirmation** tab. The Confirmation panel is displayed.

Submit the PAS Extension

On the **Confirmation** panel:

15. View the confirmation message then click **Submit**. The Pre-Admission Screening Response message is displayed.

View PAS Screening Response Message

On the **Pre-Admission Screening Response** panel:

16. Write down the PAS number for future reference.
17. Click **Close** to end the process.