



Job Aid: Create a Pre-admission Screening Request

This job aid describes how to create and submit a pre-admission screening (PAS) request using the MassHealth Provider Online Service Center (POSC). The PAS authorizes elective/nonemergency acute or chronic hospital stays.

You must have the Provider ID (PID) and Service Location (SL) for both the attending physician and facility provider to create a PAS request. Click on the **Providers** tab and enter the national provider identifier (NPI) to obtain the PID and SL.

1. If you are a Registered User, click the **Login** button on the POSC landing page.

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MassHealth Provider Online Service Center

The Provider Online Service Center gives you the tools to effectively manage your business with MassHealth electronically. Use these services to enroll as a MassHealth provider, manage your profile information, and submit and retrieve transactions.

Enter data directly and modify individual transactions (ie. claims submission, eligibility verification, MMQ, Prior Authorization, Pre-Admission Screening, Referrals, and EHR Incentive Program).

View your notifications, contracts, reports, metrics, and financial data. Download most MassHealth forms and publications.

You will need a Username and password to access many of the services listed on the left. If you are currently a MassHealth provider but do not know your Username and password, please contact the Customer Service Center at 1-800-841-2900.

Registered User? Would like to enroll as a provider? Need more information?

[Login](#) [Enroll Now](#) [FAQs](#)

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2. In the Provider Login section, enter your username and password. Click **Submit**.

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Provider Login Portlet

Provider Login

Enter your Username and password, and click "Submit" to access services.

Username *

Password *

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3. Click on **Manage Service Authorizations** on the left section of the page.

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4. Click on **Enter PAS Request**.

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MassHealth Provider Online Service Center



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Base Information Instructions, continued:

1. Fill in the required fields. Required fields are denoted with an asterisk (*).
 - Fields with dropdown lists allow you to pick an option from a list of valid values.

Note: *You must choose “Acute,” “Acute with Rehab,” or “Chronic” from the PAS Assignment field.*
 - Fields with a magnifying-glass icon have a pop-up search option. Selecting a value from the search result will populate this field for you. You may also manually enter details.
2. Include PID and SL when entering information in the Facility Provider ID and Attending Provider ID fields.
3. If the Accident Indicator field is set to Yes, you must fill in the Accident Type and Accident Date fields.
4. Use the Provider Comments box (see below) to note any additional details about the procedure. If you have more than five CPT codes to enter, you can enter them here.

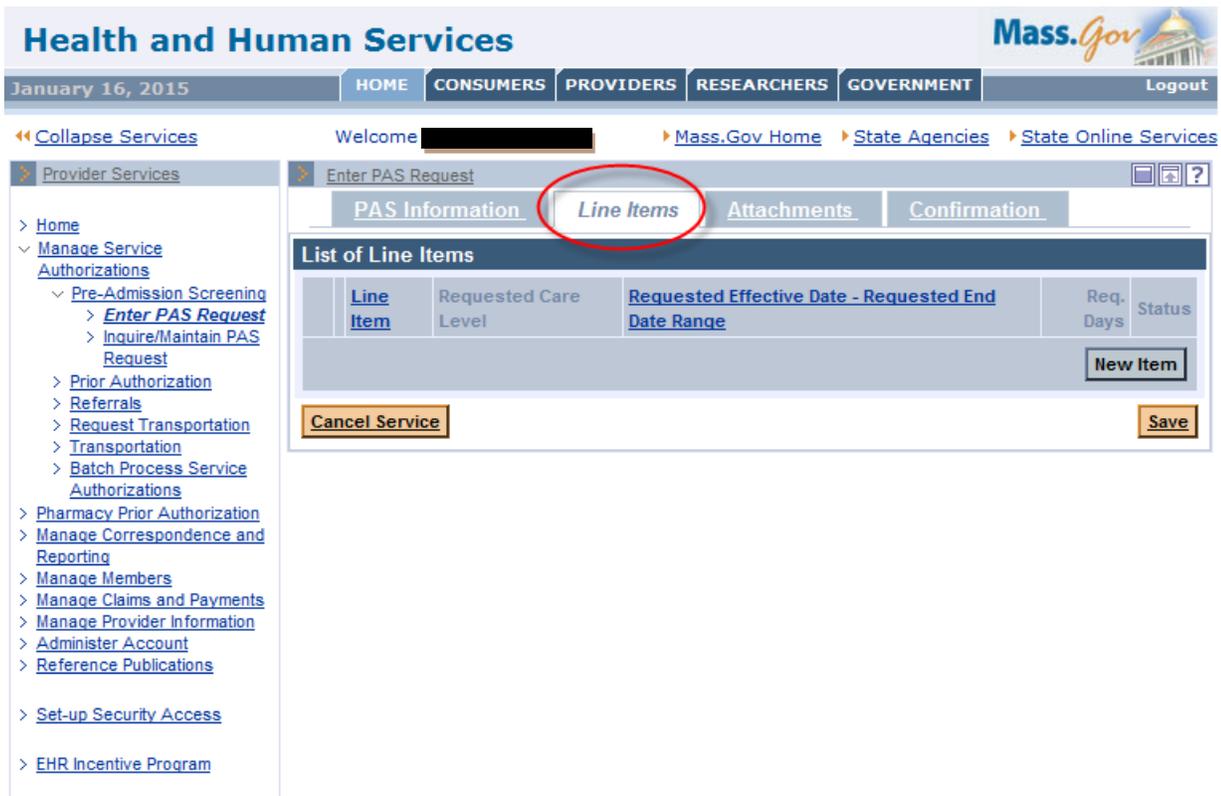
The screenshot shows a light blue form area. At the top left, the label 'Diagnosis' is followed by a text input field containing the number '5' and a magnifying glass icon. Below this, the label 'Provider Comments' is followed by a larger text area containing the text 'Patient presents with Agoraphobia, documentation will be attached'. At the bottom left of the form area is a button labeled 'Cancel Service', and at the bottom right is a button labeled 'Save'.

5. Click **Save**.

Line Item Instructions

The Line Items panel allows the provider to enter specifics about the requested stay.

1. Click the **Line Items** tab.



The screenshot shows the 'Health and Human Services' portal. The 'Line Items' tab is circled in red. The 'List of Line Items' table is empty, and the 'New Item' button is visible.

Line Item	Requested Care Level	Requested Effective Date - Requested End Date Range	Req. Days	Status
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Buttons: **Cancel Service**, **New Item**, **Save**

2. Click the **New Item** button.



The screenshot shows the 'Health and Human Services' portal. The 'Line Items' tab is selected. A red arrow points to the 'New Item' button.

Line Item	Requested Care Level	Requested Effective Date - Requested End Date Range	Req. Days	Status
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Buttons: **Cancel Service**, **New Item**, **Save**

3. Complete all required fields indicated with an asterisk.

Note: CPT codes must be numerals only. You may enter up to five CPT procedure codes on the **Line Item** tab using the **Proc. Code** field. Additional CPT codes may be noted on the **Base Information** tab in the **Provider Comments** field.

Note: CPT codes and primary procedure date are not applicable for CDRH admissions.

4. Click the **Add** button to add the line-item data to the request.

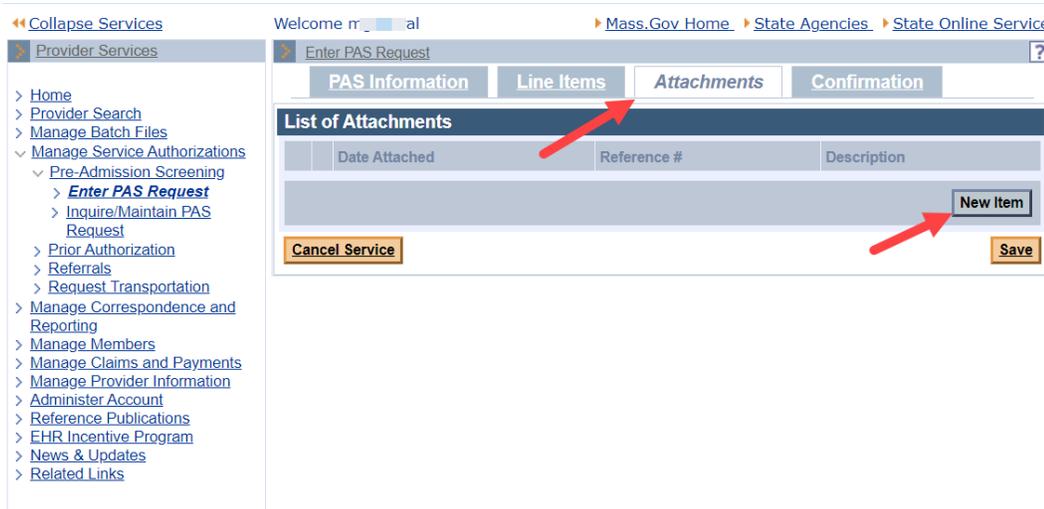
Note: Do not add more than one line item.

5. Click **Save**.

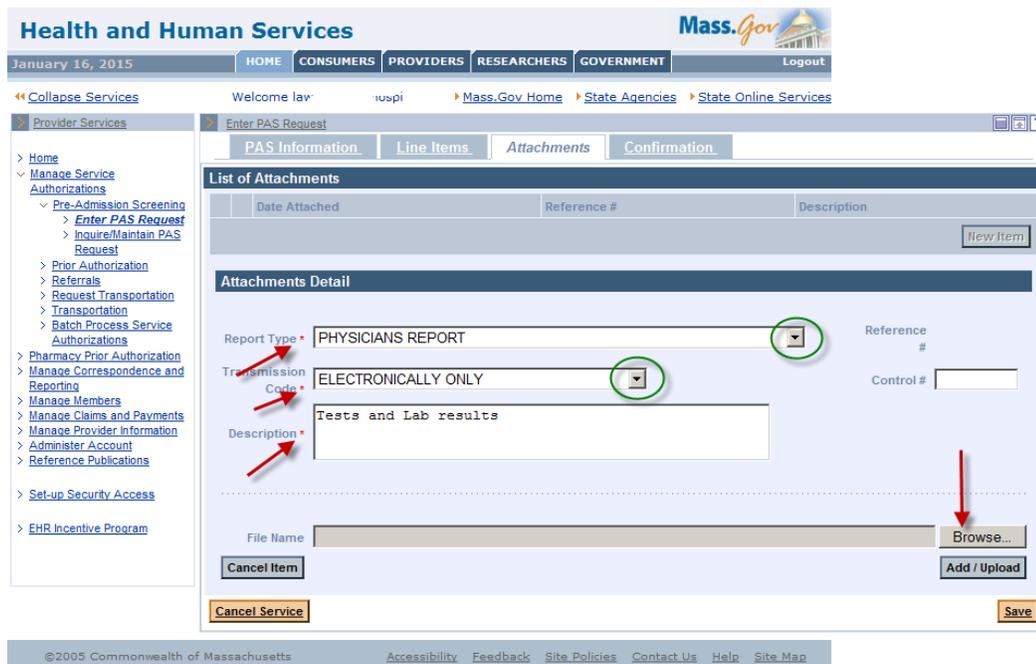
Attachments Instructions

You may include clinically pertinent documentation with your PAS request.

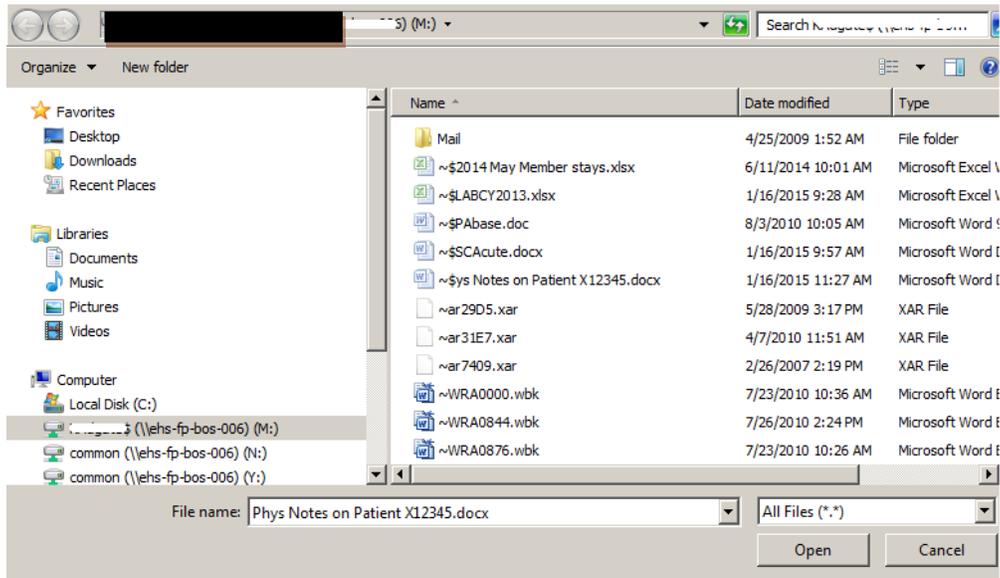
1. Click on the **Attachments** tab.
2. Click the **New Item** button to add an attachment to the PAS request.



3. On the **Attachments Detail** panel, select the **Report Type** from the dropdown list.
4. Select **ELECTRONICALLY ONLY** from the **Transmission Code** dropdown list.
5. In the **Description** field, enter a brief description of the document you are attaching.
6. Click the **Browse** button to locate the electronic document on your computer.



7. Select a file on your computer and click **Open**. This will populate the file name on the panel.

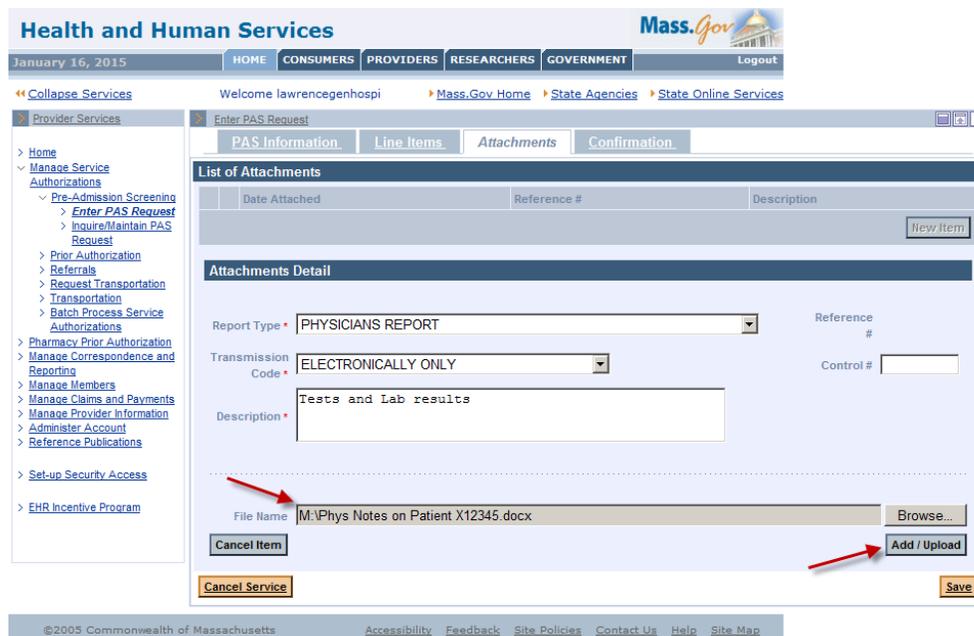


8. Click **Add/Upload** to attach your selected file to the PAS request.

9. You may attach additional documents by repeating the process. We recommend noting the specific report type. For example:

- Medical Record Attachment
- Physicians Report
- Radiology Report

10. Click **Save**.



Confirmation/Completion Instructions

1. Click on the **Confirmation** tab. This is where you will submit the new request for review.
2. Click **Submit**.

The screenshot shows the Mass.gov Health and Human Services portal. The top navigation bar includes 'HOME', 'CONSUMERS', 'PROVIDERS', 'RESEARCHERS', and 'GOVERNMENT'. The user is logged in as 'lawrencegegenhospi'. The main content area is titled 'Enter PAS Request' and has four tabs: 'PAS Information', 'Line Items', 'Attachments', and 'Confirmation'. The 'Confirmation' tab is active, displaying a confirmation message: 'You are about to submit a Pre-Admission Screening request for Member: 100007980186. Please verify the information below and then click "Submit".' Below the message, there is a table with one row: 'PAS Assignment ACUTE', '# of Lines 1', and 'Facility'. At the bottom of the table, there are two buttons: 'Cancel Service' and 'Submit Save'. A red arrow points to the 'Submit' button, which is highlighted with a red box.

IMPORTANT:

- If you click **Save**, the data you entered will be saved in the system for completion and submission at a later time. The status of the saved request will say, "In Process of Provider Submission."
- Once you click **Submit**, the request will say, "Ready for Review."

Note: *The PAS reviewers will not be able to see PAS requests until you hit **Submit** and the requests are in "Ready for Review" status.*

- When you click **Submit**, the data you entered is edited and validated.
- If you receive any errors, you must fix them before the request can be resubmitted.

Note: *Open the tab where the field in error is found and correct the error or add missing required values.*

- If you receive warnings, you must acknowledge them by adding a check to the checkbox.
- After you have corrected the errors and acknowledged the warnings by checking the checkbox, you will see a new page called the Pre-Admission Screening Response page.

The Pre-Admission Screening Response

This page will give you the PAS number and confirm successful submission of your PAS request.

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Pre-Admission Screening Response

You have successfully submitted the Pre-Admission Screening request for [REDACTED]

The following PAS number should be retained for your records.

PAS # S150160001

Note: Please use the PAS number above for all additional information that is sent separately.

Disclaimer: This PAS number is for tracking purposes only and does not constitute an approval.

If you require assistance or support related to this request, please contact Customer Support at 1-800-841-2900.

[Enter Another Pre-Admission Screening](#)

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