Job Aid: Inquire on a Pre-Admission Screening Request

The purpose of the Pre-Admission Screening (PAS) request is to authorize elective/non-emergency acute or chronic hospital stays. Providers can inquire on a previously submitted PAS to determine whether it has been approved, denied, or is in process.

This job aid describes how to inquire on a pre-admission screening request in MMIS.

Access Pre-Admission Screening Requests

From the **POSC** home page:

1. Click **Login**.

2. Enter **Username & Password**.

3. Click **Manage Service Authorization**.

4. Click **Pre-Admission Screening**.

5. Click **Inquire/Maintain PAS Request**. The **Pre-Admission Screening Search** panel will display.

Search for a PAS Request

On the PAS Search panel:

6. Enter the **PAS** number in the appropriate field.

7. Click **Search**. The **PAS Search Results** Panel will display.

8. Click on the displayed PAS number. The **Base Information** panel will open. This panel has all the facility and member demographics and contact information that was entered with the request. There is no editing on this form. However, there is an open text box for comments.

| PAS Information | Line Items | Extensions | Attachments |

Base Information

PAS #		PAS Assignment CHRONIC DISEASE/REHAB
Requesting NPI		
Requesting Name		
Contact Name		
Contact Phone		Contact Fax
Facility		
Facility NPI		
Facility Contact Name L		
Facility Contact Phone		Facility Contact Fax

Attending Physician 1	
Attending NPI	
Attention	
Phone Number	

Second Attending Physician

Attending Physician 2	
Attending NPI	
Attention	
Phone Number 2	

Member ID	Patient Account #
Member Name	
Date of Birth 11/25/1964	Gender Female
Accident Indicator No	Accident Type
Admission Date 11/22/2022	Accident Date
Discharge Date 02/10/2023	Length of Stay 80
Conversion Date	Rejected Claim ICN
Late Submission Reason	
Retro / Conversion Reason	
Out of State Reason	

ICD Version ICD-10	
Primary Diagnosis S14124	Diagnosis 2
Diagnosis 3	Diagnosis 4
Diagnosis 5	

Provider Comments

[Close] [Return to Search Results]

Navigation menu:
> Home
> Provider Search
> Manage Batch Files
∨ Manage Service Authorizations
  ∨ Pre-Admission Screening
    > Enter PAS Request
    > *Inquire/Maintain PAS Request*
  > Prior Authorization
  > Referrals
  > Request Transportation
> Manage Correspondence and Reporting
> Manage Members
> Manage Claims and Payments
> Manage Provider Information
> Administer Account
> Reference Publications
> News & Updates
> Related Links

9. Click the **Line Items** tab.
Each line item will display in the **List of Line Items** panel. Each line item includes the assigned level of care, the dates of service, and the status. This view provides only a summary level of each line item.

10. Click the **Extensions** tab. The **List of Line Items** will display.

11. Select a line item from the list. This will open the **List of Extensions** panel for the Line Item selected. This view provides summary information for each extension for the selected line item.

12. Hover over any of the extensions in the list and left click to select that extension. The **Extension Detail** panel will open.

13. These instructions are for inquiring only. There is no "save" option unless you have added something during the search.