



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**.

The screenshot shows the MassHealth Provider Online Service Center interface. At the top, there is a navigation bar with the date "January 23, 2025" and tabs for "HOME", "CONSUMERS", "PROVIDERS", "RESEARCHERS", and "GOVERNMENT". A "Logout" link is also present. Below the navigation bar, there is a "Welcome" message and a "Session has expired" warning. The main content area is titled "MassHealth Provider Online Service Center" and includes a description of the service center's tools and a link to "FAQs". A red arrow points to the "Manage Service Authorizations" link in the left-hand navigation menu.

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.

The screenshot displays the 'Inquire/Maintain PAS Request' page. The left sidebar contains a navigation menu with the following items: Collapse Services, Provider Services, Home, Provider Search, Manage Batch Files, Manage Service Authorizations (with sub-items: 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, and Related Links. The main content area is titled 'PAS Search' and includes the following sections:

- A header with the text: 'You can enter the PAS number to inquire about a specific 278 request.' Below this is a text input field labeled 'PAS #'. A red arrow points to this field.
- A separator line with the text 'OR'.
- A section titled 'When you are the facility, select the Facility and either Member ID or Status'. It contains a dropdown menu for 'Facility', a text input field for 'Member ID', a dropdown menu for 'Status', a text input field for 'Requesting Provider', a date picker for 'Admission Date', a date picker for 'Effective Date From', a text input field for 'Primary Diagnosis', and a date picker for 'Effective Date To'.
- A separator line with the text 'OR'.
- A section titled 'When you are the requesting provider, select the Requesting Provider and either Member ID or Status'. It contains a dropdown menu for 'Requesting Provider', a text input field for 'Member ID', a dropdown menu for 'Status', a text input field for 'Facility', a date picker for 'Admission Date', a date picker for 'Effective Date From', a text input field for 'Primary Diagnosis', and a date picker for 'Effective Date To'.
- At the bottom left is a 'Clear' button, and at the bottom right is a 'Search' button.

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

[Collapse Services](#)

[Welcome](#)
[Mass.Gov Home](#)
[State Agencies](#)
[State Online Services](#)

[Provider Services](#)

[Inquire/Maintain PAS Request](#)

- > [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](#)

PAS Search

You can enter the PAS number to inquire about a specific 278 request.

PAS #

OR

When you are the facility, select the Facility and either Member ID or Status

Facility

Member ID

Status

Requesting Provider

Admission Date

Effective Date From

Primary Diagnosis

Effective Date To

OR

When you are the requesting provider, select the Requesting Provider and either Member ID or Status

Requesting Provider

Member ID

Status

Facility

Admission Date

Effective Date From

Primary Diagnosis

Effective Date To

PAS Search Results

Click on the PAS# link to view the PAS Details.

PAS #	Facility	Member ID	Member Name	Admission Date	Effective Date From
[Redacted]	[Redacted]	[Redacted]	[Redacted]	11/22/2022	02/07/2023
[Redacted]	[Redacted]	[Redacted]	[Redacted]	11/22/2022	11/22/2022

- 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.

- > [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](#)

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			
Facility Contact Phone	Facility Contact Fax		
Attending Physician 1			
Attending NPI			
Attention			
Phone Number			
<i>Second Attending Physician</i>			
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

- 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.

January 23, 2025 HOME CONSUMERS PROVIDERS RESEARCHERS GOVERNMENT Logout

Welcome Mass.Gov Home State Agencies State Online Services

Inquire/Maintain PAS Request

PAS Information **Line Items** Extensions Attachments

List of Line Items

Line Item	Requested Care Level	Authorized Care Level	Req. Eff Date / Req. End Date	Auth. Eff Date / Auth. End Date	Status
A		CHRONIC/REHAB - HOSPITAL LEVEL OF CARE	11/22/2022 - 12/08/2022	11/22/2022 - 02/07/2023	APPROVED
B		CHRONIC/REHAB - ADMIN DAY LEVEL OF CARE	02/07/2023 - 02/10/2023	02/07/2023 - 02/10/2023	APPROVED

Close Return to Search Results New Item

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

Welcome Mass.Gov Home State Agencies State Online Services

Inquire/Maintain PAS Request

PAS Information Line Items **Extensions** Attachments

List of Line Items

Line Item	Status
A	APPROVED
B	APPROVED

Close Return to Search Results

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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.

The screenshot displays the 'Inquire/Maintain PAS Request' page. The left sidebar contains a navigation menu with options like 'Home', 'Provider Search', and 'Manage Service Authorizations'. The main content area has tabs for 'PAS Information', 'Line Items', 'Extensions', and 'Attachments'. The 'Line Items' tab is active, showing a 'List of Line Items' table with two entries: 'A' (APPROVED) and 'B' (APPROVED). Below this is a 'List of Extensions' table with columns for 'Ext #', 'Date Received', 'Req. Eff Date / Req. End Date', 'Req. Days', and 'Status'. The extensions table lists seven entries with various dates and statuses (APPROVED or DENIED). At the bottom of the table is a 'New Item' button. Below the table are 'Close' and 'Return to Search Results' buttons. The footer contains copyright information and links for Accessibility, Feedback, Site Policies, Contact Us, Help, and Site Map.

Line Item	Status
A	APPROVED
B	APPROVED

Ext #	Date Received	Req. Eff Date / Req. End Date	Req. Days	Status
00	11/22/2022	11/22/2022 - 12/06/2022	14	APPROVED
01	12/06/2022	12/06/2022 - 12/20/2022	14	APPROVED
06	02/07/2023	02/07/2023 - 02/22/2023	15	DENIED
02	12/20/2022	12/20/2022 - 01/04/2023	15	APPROVED
03	01/04/2023	01/04/2023 - 01/14/2023	10	APPROVED
04	01/18/2023	01/18/2023 - 01/24/2023	6	APPROVED
05	01/24/2023	01/24/2023 - 02/07/2023	14	APPROVED

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

MassHealth Provider Online Service Center

Welcome

Mass.Gov Home State Agencies State Online Services

Inquire/Maintain PAS Request

PAS Information Line Items Extensions Attachments

List of Line Items

Line Item	Status
A	APPROVED
B	APPROVED

List of Extensions

Ext #	Date Received	Req. Eff Date / Req. End Date	Req. Days	Status
00	11/22/2022	11/22/2022 - 12/06/2022	14	APPROVED
01	12/06/2022	12/06/2022 - 12/20/2022	14	APPROVED
06	02/07/2023	02/07/2023 - 02/22/2023	15	DENIED
02	12/20/2022	12/20/2022 - 01/04/2023	15	APPROVED
03	01/04/2023	01/04/2023 - 01/14/2023	10	APPROVED
04	01/18/2023	01/18/2023 - 01/24/2023	6	APPROVED
05	01/24/2023	01/24/2023 - 02/07/2023	14	APPROVED

New Item

Extension Detail

Ext # 04

Re-review Indicator

Status APPROVED

Re-Review Date

Decision Date 01/19/2023

Requested Admission Type Rehab

Authorized Admission Type Rehab

Requested Effective Date 01/18/2023

Authorized Effective Date 01/18/2023

Requested End Date 01/24/2023

Authorized End Date 01/24/2023

Requested Days 6

Authorized Days 6

Ventilator Dependent No

NIPPV No

Tracheotomy No

TBI/ABI No

Substance Abuse No

Behavioral Health No

Total Parenteral Nutrition No

Reason Code/Description

Close Return to Search Results

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