



Job Aid: Modify 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. PAS requests may be updated if they have been saved but not submitted.

This job aid describes how to

- modify a pre-admissions screening request submitted through the MassHealth Provider Online Service Center (POSC); and
- submit the request.

Access Inquire/Maintain PAS Request

From the **POSC** home page:

1. Click **Manage Service Authorizations**.



2. Click **Pre-Admission Screening**.



3. Click **Inquire/Maintain PAS Request**. The **Search for PAS** panel will display.



Search for PAS

On the **Search for PAS** panel:

- If known, enter the **PAS Number**. If you do not know the number, do the following.
 - Select the **Facility** from the dropdown list.
 - Enter the **Member ID**.
 - Select the **Status** from the dropdown list.
- Click **Search**. The **PAS Search Results** panel will display.

Select PAS Number

On the **PAS Search Results** panel:

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

Modify a PAS

On the **Base Information** panel:

- Click **Modify**.

Update the PAS Request

On the **PAS Information** panel:

- Click **Line Items**.

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

- Select the **Line Item** to be updated.

The screenshot displays 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', along with a 'Logout' button. Below the navigation bar, there is a 'Welcome' message and a breadcrumb trail: 'Mass.Gov Home > State Agencies > State Online Services'. The main content area is titled 'Inquire/Maintain PAS Request' and has a sub-tabbed interface with 'PAS Information', 'Line Items', 'Extensions', and 'Attachments'. The 'Line Items' tab is active, showing a 'List of Line Items' table. The table has columns for 'Line Item', 'Requested Care Level', 'Authorized Care Level', 'Req. Eff Date / Reg. End Date', 'Auth. Eff Date / Auth. End Date', and 'Status'. Two line items are listed: 'A' and 'B'. Item 'A' has a requested care level of 'HOSPITAL LEVEL OF CARE' and an authorized care level of 'CHRONIC/REHAB - HOSPITAL LEVEL OF CARE'. Item 'B' has a requested care level of 'ADMIN DAY LEVEL OF CARE' and an authorized care level of 'CHRONIC/REHAB - ADMIN DAY LEVEL OF CARE'. Both items are marked as 'APPROVED'. At the bottom of the table, there is a 'New Item' button. Below the table, there are 'Close' and 'Return to Search Results' buttons. The footer of the page contains copyright information: '©2005 Commonwealth of Massachusetts' and links for 'Accessibility', 'Feedback', 'Site Policies', 'Contact Us', 'Help', and 'Site Map'.

Line Item	Requested Care Level	Authorized Care Level	Req. Eff Date / Reg. End Date	Auth. Eff Date / Auth. End Date	Status
A		CHRONIC/REHAB - HOSPITAL LEVEL OF CARE	11/22/2022 - 12/06/2022	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

On the **Line Item Detail** panel:

10. Modify the request as needed.
11. Click **Update**.
12. Click on the **Confirmation** tab.

Submit the PAS Request

On the **Confirmation** panel:

13. View the confirmation message, then click **Submit**.

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Inquire/Maintain PAS Request

PAS Information **Confirmation** Line Items Extensions Attachments

Confirmation

You are about to submit a Pre-Admission Screening request for Member: [redacted] Please verify the information below and then click "Submit".

PAS Assignment CHRONIC DISEASE/REHAB

of Lines 2

Facility: [redacted]

[Cancel Service](#) [Submit](#)