The purpose of the Pre-Admission Screening (PAS) request is to authorize elective/non-emergency acute or

chronic hospital stays. Providers will call to inquire on a previously submitted PAS to confirm whether it has been

approved, denied, or is in process. This job aid describes how to:

\* Inquire on a pre-admission screening request in NewMMIS

Access Pre-Admission Screening Requests

On the MassHealth Member and Provider Services home page:

1. Click PAS.

2. Click Information. The Pre-Admission Screening Search panel is displayed.

Search for PAS Request

On the Pre-Admission Screening Search panel:

3. Enter the PAS Number.

4. Click Search.

Select PAS Number

On the Search Results panel:

5. Click on the PAS Number.

Select Line Item

On the PAS Maintenance panel:

6. Click Line Item.

View Decision Status

On the Line Item panel:

7. View the Decision Status as well as the Authorized Days.

8. Click on the Line Item for additional line detail.

View Line Item Maintenance Detail

On the Line Item Maintenance panel:

9. View the status as well as the line item details.

10. Scroll up to the PAS Maintenance panel.

11. Click Cancel All to close.

NewMMIS Job Aid: Inquire on a Pre-Admission Screening

Request

MassHealth Member and Provider Services 1 of 1 Revised: July 26, 2010

v2.1

Provider Online Service Center - Submit a Referral

MassHealth Provider Online Service Center Submit a Referral 1/2