NewMMIS 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 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.