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-admission screening request submitted through the MassHealth Provider Online Service

Center

\* Submit the request

Access Inquire/Maintain PAS Request

From the MassHealth Provider Online Service Center home page:

1. Click Manage Service Authorizations.

2. Click Pre-Admission Screening.

3. Click Inquire/Maintain PAS Request. The Search for PAS panel is displayed.

Search for PAS

On the Search for PAS panel:

1. If known, enter the PAS Number. If you do not know the number, do the following:

Select the Facility from the drop-down list.

Enter the Member ID.

Select the Status from the drop-down list.

2. Click Search. The PAS Search Results panel is displayed.

Select PAS#

On the PAS Search Results panel:

3. Select the PAS#. If more than one record appears, use the admission date as a guide.

Modify a PAS

On the Base Information panel:

4. Click Modify.

Update the PAS Request

On the PAS Information panel:

5. Click Line Items.

On the List of Line Items panel:

6. Select the Line Item to be updated.

On the Line Item Detail panel:

7. Modify the request, as needed.

8. Click Update.

9. Click on the Confirmation tab.

Submit the PAS Request

On the Confirmation panel:

10. View the confirmation message then click Submit.

NewMMIS Job Aid: Modify a PAS Request

MassHealth Provider Online Service Center 1 of 2 Revised: July 26, 2010

v2.1

Provider Online Service Center - Submit a Referral

MassHealth Provider Online Service Center Submit a Referral 1/4