NewMMIS Job Aid: Modify a PAS 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-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**.

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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**.