A PAS request may be submitted for a second opinion if it meets certain criteria:

\* The PAS is in the Approved, Denied, or Modified status

\* A re-review has not already been requested

\* The re-review falls within 7 days from the notice date

\* The original review was done by the PRO

This job aid describes how to:

\* Set a PAS for re-review

\* Submit the re-review for processing.

Access PAS Extension Detail

From the Provider Online Service Center home page:

1. Click Manage Service Authorizations.

2. Click Pre-Admission Screening.

3. Click Inquire/Maintain PAS Request.

4. Enter the criteria to search for the PAS.

5. Click Search.

6. Select the appropriate PAS from the Search Results.

7. Click the Extensions tab.

8. Click the line item to display the list of extensions.

9. Click the extension number to open the extension detail.

Initiate the Re-Review Process

On the Extension Detail panel:

10. Scroll to the bottom of the page.

11. Click Re-review.

Note: Only the finalized, most recent extension will display the Re-review button.

12. Select Yes from the Re-review Indicator.

13. Click Update.

Submit the PAS Request

On the Confirmation panel:

14. View the confirmation message then click Submit.

NewMMIS Job Aid: Re-Review a PAS Request

MassHealth Provider Online Service Center 1 of 1 Revised: July 27, 2010

v2.2

Provider Online Service Center - Submit a Referral

MassHealth Provider Online Service Center Submit a Referral 1/2