

# NewMMIS Job Aid: Re-Review a PAS Request

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**.