

# JOB AID: Create a Preadmission Screening Request

This job aid describes how to

- create a preadmission screening (PAS) request using the MassHealth Provider Online Service Center (POSC); and
- submit the request.

The PAS request authorizes elective/nonemergency acute or chronic hospital stays.

You must have the Provider ID (PID) and Service Location (SL) for both the attending and facility provider to create a PAS request. Click on the Provider tab and enter the national provider identifier (NPI) to obtain the PID and SL.

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**MassHealth Provider Online Service Center**

The Provider Online Service Center gives you the tools to effectively manage your business with MassHealth electronically. Use these services to enroll as a MassHealth provider, manage your profile information, and submit and retrieve transactions.

Enter data directly and modify individual transactions (ie. claims submission, eligibility verification, MMQ, Prior Authorization, Pre-Admission Screening, Referrals, and EHR Incentive Program).

View your notifications, contracts, reports, metrics, and financial data. Download most MassHealth forms and publications.

You will need a Username and password to access many of the services listed on the left. If you are currently a MassHealth provider but do not know your Username and password, please contact the Customer Service Center at 1-800-841-2900.

Registered User?  
[Login](#)

Would like to enroll as a provider?  
[Enroll Now](#)

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- **Click** the Login button on the POSC landing page.

## JOB AID: Create a Preadmission Screening Request

- In the Provider Login section, enter your username and password and click Submit.

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**Provider Login Portlet**

**Provider Login**

Enter your Username and password, and click "Submit" to access services.

Username \*

Password \*

[Cancel Service](#) [Submit](#)

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- Click on Manage Service Authorizations on the left section of the page.

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➤ **MassHealth Provider Online Service Center**

### MassHealth Provider Online Service Center



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## JOB AID: Create a Preadmission Screening Request

- Click on Enter PAS Request.



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**MassHealth Provider Online Service Center**

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## JOB AID: Create a Preadmission Screening Request

- Enter data on the Base Information page of the PAS Information tab.

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**Enter PAS Request**

PAS Information Line Items Attachments Confirmation

**Base Information**

PAS #  PAS Assignment **ACUTE**

Requesting Provider **MASSACHUSETTS GENERAL HOSPITAL GENERAL STREET**

Contact Name  Your Name

Contact Phone **(617) 555-4545** Contact Fax **(617) 555-4546**

You must either select the Facility name using the search or enter the Facility ID / Service Location

Facility

Facility Provider ID / Service Location **002011**

Facility Contact Name  Your Name

Facility Contact Phone **(617) 555-4545** Facility Contact Fax **(617) 555-4546**

Please select a MassHealth provider, enter the MassHealth Provider ID / Service Location or enter the information for the non-MassHealth Attending Physician.

Attending Physician **MCNEIL, J. IA G**  OR

Attending Provider ID / Service Location

Attention

Phone Number

OR

Attending Physician

Phone Number

Address Line 1

Address Line 2

City  State

Zip Code

Member ID

Patient Account # **X 12345**

Accident Indicator **Yes** Accident Type **AUTO ACCIDENT**

Admission Date **02/02/2015** Accident Date **01/01/2015**

Length of Stay **5**

Conversion Date  Rejected Claim ICD

Late Submission Reason

Retro / Conversion Reason

Out of State Reason

ICD Version ☐ ICD-9 ☒ ICD-10

Primary Diagnosis **A922** Diagnosis 2

Diagnosis 3  Diagnosis 4

Diagnosis 5

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## JOB AID: Create a Preadmission Screening Request

Required fields are flagged with an asterisk and data must be entered.

If the Accident Indicator is set to Yes, the Accident Type and Accident Date fields are required.

Include PID and SL when entering information in the Facility Provider ID and Attending Provider ID fields.

Some fields have dropdown lists to allow you to pick an option from a list of valid values.

Some fields have a pop-up search option that you can open by clicking on the magnifying glass. Selecting a value from the search result will populate this field for you.

Some fields have a calendar to assist you. Selecting a date from the calendar will populate the Panel field.

The required field called Primary Diagnosis must be an ICD code.

- After completing the data entry on the PAS Information panel, click on the Line Items tab to open up the Line Items page.

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**Enter PAS Request**

PAS Information **Line Items** Attachments Confirmation

**List of Line Items**

Line Item	Requested Care Level	Requested Effective Date - Requested End Date Range	Req. Days	Status
<div>Cancel Service</div> <div>New Item</div> <div>Save</div>				

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## JOB AID: Create a Preadmission Screening Request

- Click on the New Item button on the List of Line Items panel to allow for entry of line item details.

The screenshot displays the 'Health and Human Services' portal for the Commonwealth of Massachusetts. The user is logged in as 'lawrenceegenhospi'. The main navigation bar includes links for HOME, CONSUMERS, PROVIDERS, RESEARCHERS, and GOVERNMENT. The left sidebar shows a tree view of services, with 'Enter PAS Request' selected under 'Pre-Admission Screening'. The main content area has tabs for 'PAS Information', 'Line Items', 'Attachments', and 'Confirmation'. The 'Line Items' tab is active, showing a table titled 'List of Line Items' with columns for 'Line Item', 'Requested Care Level', 'Requested Effective Date - Requested End Date Range', 'Req. Days', and 'Status'. A 'New Item' button is located at the bottom right of the table, highlighted by a red arrow. Other buttons like 'Cancel Service' and 'Save' are also visible.

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➤ Enter PAS Request Enter Print Help

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**List of Line Items**

Line Item	Requested Care Level	Requested Effective Date - Requested End Date Range	Req. Days	Status
				<a href="#">New Item</a>

[Cancel Service](#) [Save](#)

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## JOB AID: Create a Preadmission Screening Request

- Line Item A will open and allow for data entry of line item details.

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List of Line Items

Line Item	Requested Care Level	Requested Effective Date - Requested End Date Range	Req. Days	Status
New Item				

Line Item Detail

Line Item A

Status IN PROCESS

Requested Care Level

ACUTE - HOSPITAL LEVEL OF CARE

Req. Admission Type

Medical

Requested Effective Date

02022015

Requested End Date

Requested Days

5

Proc. Code

2W6

Primary Proc.

02022015

Proc. Code 2

Secondary Proc. Date

Proc. Code 3

Proc. Code 4

Proc. Code 5

Supporting Documentation

Ventilator Dependent

Traumatic Brain Injury

No

Tracheotomy

No

Reason Code/Description

Cancel Item

Add

Cancel Service

Save

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## JOB AID: Create a Preadmission Screening Request

- After you have entered all necessary panel data, click on the Add button to add the line item data to the request.

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PAS Information

Line Items

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List of Line Items

Line Item	Requested Care Level	Requested Effective Date - Requested End Date Range	Req. Days	Status
<div>New Item</div>				

Line Item Detail

Line Item A

Status IN PROCESS

Requested Care Level \* ACUTE - HOSPITAL LEVEL OF CARE

Req. Admission Type \* Medical

Requested Effective Date \* 02022015

Requested End Date

Requested Days \* 5

Proc. Code 2W6

Primary Proc. Date 02022015

Proc. Code 2

Secondary Proc. Date

Proc. Code 3

Proc. Code 4

Proc. Code 5

Supporting Documentation

Ventilator Dependent No

Traumatic Brain Injury No

Tracheotomy No

Reason Code/Description

Cancel Item

Add

Cancel Service

Save

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## JOB AID: Create a Preadmission Screening Request

- Click on the Attachments tab to open the List of Attachments page.

The screenshot displays the MassHealth Provider Online Service Center interface. The top navigation bar includes the date 'January 16, 2015', the 'Mass.gov' logo, and a 'Logout' link. Below this is a secondary navigation bar with tabs for 'HOME', 'CONSUMERS', 'PROVIDERS', 'RESEARCHERS', and 'GOVERNMENT'. The main content area is titled 'Enter PAS Request' and features four tabs: 'PAS Information', 'Line Items', 'Attachments' (which is selected and highlighted with a red arrow), and 'Confirmation'. The 'Attachments' tab displays a 'List of Line Items' table with the following data:

Line Item	Requested Care Level	Requested Effective Date - Requested End Date Range	Req. Days	Status
A	ACUTE - HOSPITAL LEVEL OF CARE	02/02/2015 - 02/07/2015	5	IN PROCESS

Below the table are buttons for 'Cancel Service', 'New Item', and 'Save'. The left sidebar contains a 'Provider Services' menu with various options, including 'Pre-Admission Screening', 'Manage Service', 'Pharmacy Prior Authorization', and 'Set-up Security Access'. The footer of the page includes copyright information for the Commonwealth of Massachusetts and links for 'Accessibility', 'Feedback', 'Site Policies', 'Contact Us', 'Help', and 'Site Map'.

## JOB AID: Create a Preadmission Screening Request

- Click on New Item to allow for an addition of an attachment to the PAS request.

Printed documentation may be scanned and then added or uploaded as an attachment. Another option is to make a copy of printed documentation on a current copier, e-mail the copied information to a secure e-mail, and attach the newly created electronic image as instructed above.

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➤ Enter PAS Request ☐ 📄 ?

PAS Information Line Items Attachments Confirmation

**List of Attachments**

Date Attached	Reference #	Description
<b>New Item</b>		

Cancel Service Save

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- On the Attachments Detail page, select the report type from the Report Type dropdown list.
- To open the dropdown list click on the arrow.
- Select Electronically Only from the Transmission Code dropdown list.
- In the Description box, enter a brief description of the document you are attaching.
- Click on the Browse button to open up a search for an electronic document on your computer.

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**Enter PAS Request**


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**List of Attachments**

Date Attached	Reference #	Description
<a href="#">New Item</a>		

**Attachments Detail**

Report Type \*   Reference #

Transmission Code \*   Control #

Description \*

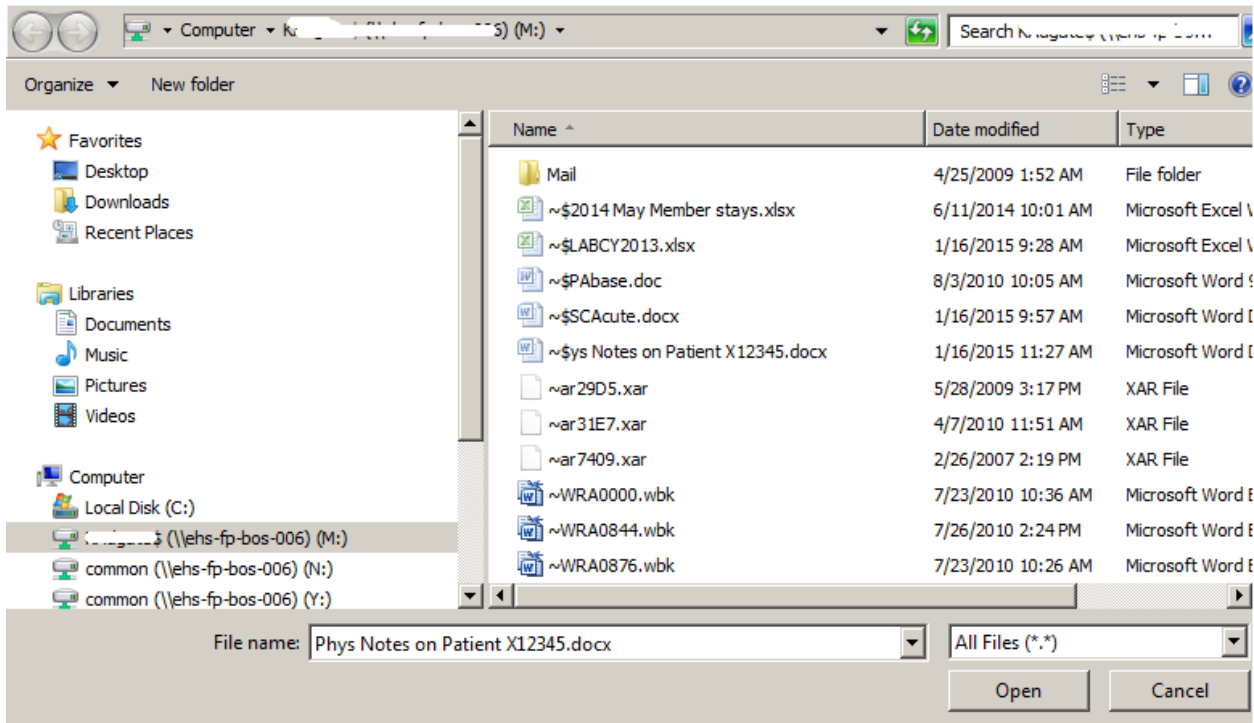
File Name  [Browse...](#) [Add / Upload](#)

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## JOB AID: Create a Preadmission Screening Request

- Select a file on your computer and click Open. This will populate the file name on the panel.



## JOB AID: Create a Preadmission Screening Request

- Click Add/Upload to attach that file to the PAS request.

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**Enter PAS Request**

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**List of Attachments**

Date Attached	Reference #	Description
<a href="#">New Item</a>		

**Attachments Detail**

Report Type \*  Reference #

Transmission Code \*  Control #

Description \*

File Name  [Browse...](#)

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## JOB AID: Create a Preadmission Screening Request

- Click on the Confirmation tab to open the Confirmation panel. This is where you will submit the new request for review.

The screenshot shows the Mass.gov Health and Human Services portal. The top navigation bar includes the date "January 16, 2015", the "HOME" button, and tabs for "CONSUMERS", "PROVIDERS", "RESEARCHERS", and "GOVERNMENT". A "Logout" link is in the top right. Below the navigation bar, a "Collapse Services" link is on the left, and a "Welcome lawrencegenhospi" message is in the center. To the right of the welcome message are links for "Mass.Gov Home", "State Agencies", and "State Online Services". The main content area is divided into two panels. The left panel, titled "Provider Services", contains a list of links: "Home", "Manage Service Authorizations" (with sub-links for "Pre-Admission Screening", "Enter PAS Request", "Inquire/Maintain PAS Request", "Prior Authorization", "Referrals", "Request Transportation", "Transportation", and "Batch Process Service Authorizations"), "Pharmacy Prior Authorization", "Manage Correspondence and Reporting", "Manage Members", "Manage Claims and Payments", "Manage Provider Information", "Administer Account", "Reference Publications", "Set-up Security Access", and "EHR Incentive Program". The right panel, titled "Enter PAS Request", has four tabs: "PAS Information", "Line Items", "Attachments", and "Confirmation". The "Confirmation" tab is active, showing a confirmation message: "You are about to submit a Pre-Admission Screening request for Member: 100007980186. Please verify the information below and then click 'Submit'." Below the message, the text "PAS Assignment ACUTE" is displayed, followed by "# of Lines 1" and "Facility". At the bottom of the panel are three buttons: "Cancel Service", "Submit", and "Save". A red arrow points to the "Submit" button. The footer of the page contains the copyright notice "©2005 Commonwealth of Massachusetts" and links for "Accessibility", "Feedback", "Site Policies", "Contact Us", "Help", and "Site Map".

- Click Submit on the Confirmation panel to submit the request for review. If you click Save, the data you entered will be saved in the system for completion and submission at a later time. The status of the saved request will be "In Process." After you submit the request, it will be "Ready for Review." The PAS review team will not be able to see requests that are "In Process" until you have submitted them and they are "Ready for Review."
- When you click Submit, the panel performs edits and validation on the data you entered. If you receive any errors from that validation, you must fix them before the request can be submitted.
- If you receive warnings, you must acknowledge them by adding a check to the checkbox.
- Open the tab where the field in error is found and correct the error or add missing required values.
- Click Submit again on the Confirmation tab to attempt to submit the request. After you have corrected the errors and acknowledged the warnings by checking the checkbox, you will see a new page called the Pre-Admission Screening Response page.

## JOB AID: Create a Preadmission Screening Request

- The Pre-Admission Screening Response page will give you the PAS number and confirm successful submission of your PAS request.

The screenshot shows the 'Pre-Admission Screening Response' page in the MassHealth Provider Online Service Center. The page header includes 'Health and Human Services' and 'Mass.gov'. The navigation bar shows 'January 16, 2015' and links for 'HOME', 'CONSUMERS', 'PROVIDERS', 'RESEARCHERS', and 'GOVERNMENT'. A 'Logout' link is also present. The left sidebar contains a 'Provider Services' menu with options like 'Home', 'Manage Service Authorizations', 'Pre-Admission Screening', 'Prior Authorization', 'Referrals', 'Request Transportation', 'Transportation', 'Batch Process Service Authorizations', 'Pharmacy Prior Authorization', 'Manage Correspondence and Reporting', 'Manage Members', 'Manage Claims and Payments', 'Manage Provider Information', 'Administer Account', 'Reference Publications', 'Set-up Security Access', and 'EHR Incentive Program'. The main content area is titled 'Pre-Admission Screening Response' and contains the following text: 'You have successfully submitted the Pre-Admission Screening request for CARLOFF, ANUSH'. Below this, it states 'The following PAS number should be retained for your records.' and displays 'PAS # S150160001' in a green circle. A note follows: 'Note: Please use the PAS number above for all additional information that is sent separately.' A disclaimer states: 'Disclaimer: This PAS number is for tracking purposes only and does not constitute an approval.' At the bottom, it says 'If you require assistance or support related to this request, please contact Customer Support at 1-800-841-2900.' and provides a button labeled 'Enter Another Pre-Admission Screening'. The footer includes '©2005 Commonwealth of Massachusetts' and links for 'Accessibility', 'Feedback', 'Site Policies', 'Contact Us', 'Help', and 'Site Map'.

Health and Human Services

Mass.gov

January 16, 2015

HOME CONSUMERS PROVIDERS RESEARCHERS GOVERNMENT Logout

Welcome In... Jeyenn...spi

Mass.Gov Home State Agencies State Online Services

Collapse Services

Provider Services

- > Home
- > Manage Service Authorizations
  - > Pre-Admission Screening
    - > Enter PAS Request
    - > Inquire/Maintain PAS Request
  - > Prior Authorization
  - > Referrals
  - > Request Transportation
  - > Transportation
  - > Batch Process Service Authorizations
- > Pharmacy Prior Authorization
- > Manage Correspondence and Reporting
- > Manage Members
- > Manage Claims and Payments
- > Manage Provider Information
- > Administer Account
- > Reference Publications
- > Set-up Security Access
- > EHR Incentive Program

Enter PAS Request

Pre-Admission Screening Response

You have successfully submitted the Pre-Admission Screening request for CARLOFF, ANUSH

The following PAS number should be retained for your records.

PAS # S150160001

Note: Please use the PAS number above for all additional information that is sent separately.

Disclaimer: This PAS number is for tracking purposes only and does not constitute an approval.

If you require assistance or support related to this request, please contact Customer Support at 1-800-841-2900.

Enter Another Pre-Admission Screening

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