

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

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**

Need more information? **FAQs**

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- EOHHS Pricing Regulations
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- **Click** the Login button on the POSC landing page.

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- 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 *

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

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- Click on Enter PAS Request.

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MassHealth Provider Online Service Center



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

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Provider Services Enter PAS Request

[PAS Information](#) [Line Items](#) [Attachments](#) [Confirmation](#)

Base Information

PAS # PAS Assignment: **ACUTE**

Requesting Provider:

Contact 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:

Facility Contact 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: 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: Diagnosis 5:

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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.

The screenshot shows the 'Health and Human Services' website interface. The top navigation bar includes 'HOME', 'CONSUMERS', 'PROVIDERS', 'RESEARCHERS', and 'GOVERNMENT'. The user is logged in as 'lawrencegenhospi'. The main content area is titled 'Enter PAS Request' and has four tabs: 'PAS Information', 'Line Items', 'Attachments', and 'Confirmation'. The 'Line Items' tab is selected and highlighted with a red circle. Below the tabs is a table titled 'List of Line Items' with the following columns: 'Line Item', 'Requested Care Level', 'Requested Effective Date - Requested End Date Range', 'Req. Days', and 'Status'. There are 'Cancel Service' and 'Save' buttons at the bottom of the table. The footer contains copyright information for the Commonwealth of Massachusetts and links for 'Accessibility', 'Feedback', 'Site Policies', 'Contact Us', 'Help', and 'Site Map'.

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- 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' web application interface. At the top, there is a navigation bar with the date 'January 16, 2015' and menu items: HOME, CONSUMERS, PROVIDERS, RESEARCHERS, GOVERNMENT, and Logout. Below this is a secondary navigation bar with links for 'Collapse Services', 'Welcome lawrencegehospi', 'Mass.Gov Home', 'State Agencies', and 'State Online Services'. The main content area is titled 'Enter PAS Request' and features four tabs: 'PAS Information', 'Line Items', 'Attachments', and 'Confirmation'. The 'Line Items' tab is active, showing a table with the following columns: 'Line Item', 'Requested Care Level', 'Requested Effective Date - Requested End Date Range', 'Req. Days', and 'Status'. The table is currently empty. A 'New Item' button is located at the bottom right of the table, with a red arrow pointing to it. Other buttons include 'Cancel Service' and 'Save'. A left-hand navigation menu lists various services such as 'Pre-Admission Screening', 'Prior Authorization', and 'Referrals'. The footer contains copyright information for the Commonwealth of Massachusetts and links for Accessibility, Feedback, Site Policies, Contact Us, Help, and Site Map.

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

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Enter PAS Request [?] [x] [y]

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
New Item				

Line Item Detail

Line Item **A**

Status **IN PROCESS**

Requested Care Level* Req. Admission Type*

Requested Effective Date* Requested Days*

Proc. Code Primary Proc. Date

Proc. Code 2

Proc. Code 3

Proc. Code 5

Secondary Proc. Date

Proc. Code 4

Supporting Documentation

Traumatic Brain Injury

Ventilator Dependent

Tracheotomy

Reason Code/Description

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- 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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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
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. 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](#) [Save](#)

[Cancel Service](#)

JOB AID: Create a Preadmission Screening Request

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

The screenshot shows the 'Health and Human Services' web application interface. The top navigation bar includes the date 'January 16, 2015', the 'Mass.gov' logo, and a menu with 'HOME', 'CONSUMERS', 'PROVIDERS', 'RESEARCHERS', and 'GOVERNMENT'. A 'Logout' link is also present. Below the navigation bar, there are links for 'Collapse Services', 'Welcome lawrencegenhospi', 'Mass.Gov Home', 'State Agencies', and 'State Online Services'. The main content area is titled 'Enter PAS Request' and features four tabs: 'PAS Information', 'Line Items', 'Attachments', and 'Confirmation'. The 'Attachments' tab is currently selected, as indicated by a red arrow. Below the tabs is a table titled 'List of Line Items' 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

At the bottom of the table area, there are buttons for 'Cancel Service' and 'Save', along with a 'New Item' button. A left-hand navigation menu is visible, listing various service categories such as '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 footer of the page contains 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.

The screenshot shows the 'Health and Human Services' website interface. At the top, there is a navigation bar with 'HOME', 'CONSUMERS', 'PROVIDERS', 'RESEARCHERS', and 'GOVERNMENT'. Below this is a breadcrumb trail: 'Welcome lawrencegenhospi' > 'Mass.Gov Home' > 'State Agencies' > 'State Online Services'. The main content area is titled 'Enter PAS Request' and has tabs for 'PAS Information', 'Line Items', 'Attachments', and 'Confirmation'. The 'Attachments' tab is active, displaying a 'List of Attachments' table with columns for 'Date Attached', 'Reference #', and 'Description'. A 'New Item' button is located at the bottom right of the table, and a red arrow points to it. Other buttons include 'Cancel Service' and 'Save'. A left-hand navigation menu lists various services under 'Provider Services', including 'Pre-Admission Screening' and 'Enter PAS Request'. The footer contains copyright information for 2005 Commonwealth of Massachusetts and links for 'Accessibility', 'Feedback', 'Site Policies', 'Contact Us', 'Help', and 'Site Map'.

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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.

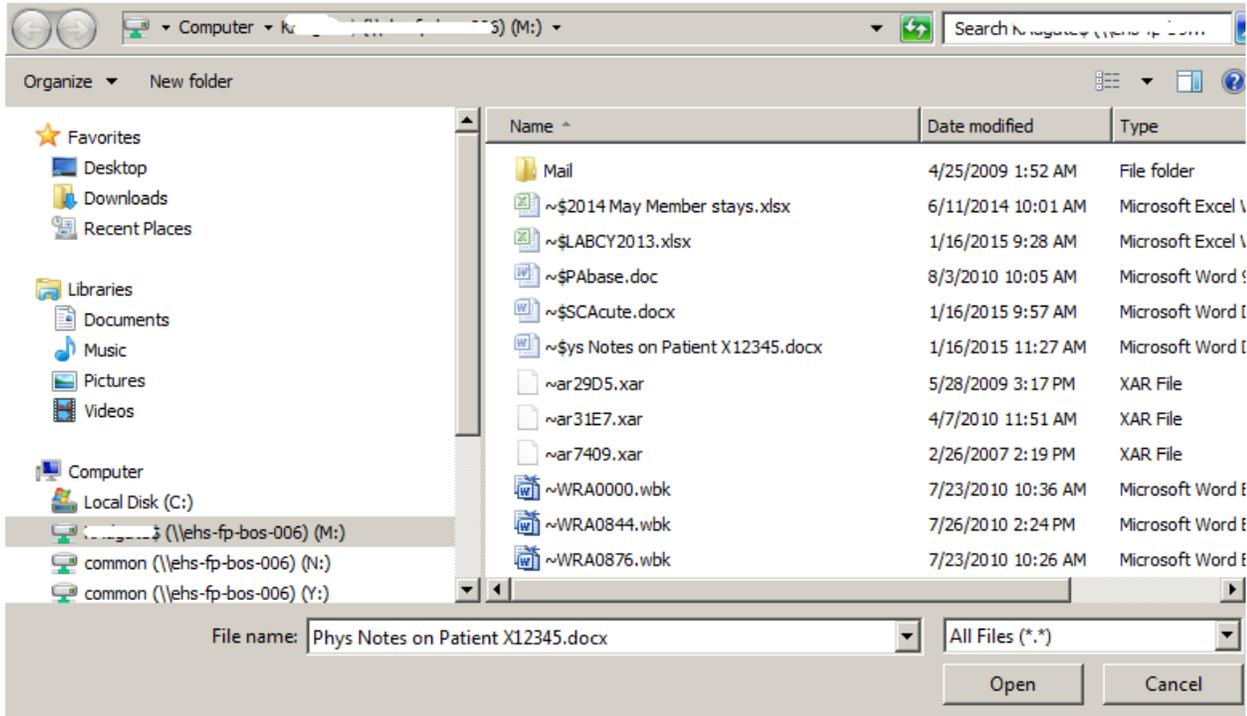
The screenshot displays the 'Enter PAS Request' interface within the Health and Human Services portal. The page features a navigation menu on the left with options like 'Home', 'Manage Service Authorizations', and 'Pre-Admission Screening'. The main content area is titled 'Attachments Detail' and includes a 'List of Attachments' table with columns for Date Attached, Reference #, and Description. Below this, the 'Attachments Detail' form is shown with the following fields:

- Report Type:** A dropdown menu currently set to 'PHYSICIANS REPORT'. A red arrow points to the dropdown arrow, and a green circle highlights the dropdown menu.
- Transmission Code:** A dropdown menu currently set to 'ELECTRONICALLY ONLY'. A red arrow points to the dropdown arrow, and a green circle highlights the dropdown menu.
- Description:** A text input field containing the text 'Tests and Lab results'. A red arrow points to the input field.
- Reference #:** An empty text input field.
- Control #:** An empty text input field.
- File Name:** An empty text input field.
- Buttons:** 'Cancel Item', 'Browse...' (highlighted with a red arrow), 'Add / Upload', 'Cancel Service', and 'Save'.

The footer of the page contains copyright information: ©2005 Commonwealth of Massachusetts, and links for Accessibility, Feedback, Site Policies, Contact Us, Help, and Site Map.

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.

The screenshot displays the 'Health and Human Services' website interface. At the top, there is a navigation bar with 'HOME', 'CONSUMERS', 'PROVIDERS', 'RESEARCHERS', and 'GOVERNMENT' tabs, along with a 'Logout' button. Below this, a breadcrumb trail shows 'Welcome lawrencegehospi' and links to 'Mass.Gov Home', 'State Agencies', and 'State Online Services'. The main content area is titled 'Enter PAS Request' and features a sidebar on the left with a tree view of navigation options, including 'Pre-Admission Screening' and 'Enter PAS Request'. The main form has tabs for 'PAS Information', 'Line Items', 'Attachments', and 'Confirmation'. The 'Attachments' tab is active, showing a 'List of Attachments' table with columns for 'Date Attached', 'Reference #', and 'Description'. Below the table is an 'Attachments Detail' section with fields for 'Report Type' (set to 'PHYSICIANS REPORT'), 'Transmission Code' (set to 'ELECTRONICALLY ONLY'), and 'Description' (set to 'Tests and Lab results'). A 'File Name' field contains 'M:\Phys Notes on Patient X12345.docx' and is accompanied by a 'Browse...' button. A red arrow points to this field. At the bottom of the form, there are buttons for 'Cancel Item', 'Add / Upload' (highlighted with a red arrow), and 'Save'. A 'Cancel Service' button is also visible at the bottom left of the form area. The footer contains 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 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" and tabs for "HOME", "CONSUMERS", "PROVIDERS", "RESEARCHERS", and "GOVERNMENT". The user is logged in as "lawrenceegenhospi". The main content area is titled "Enter PAS Request" and has four tabs: "PAS Information", "Line Items", "Attachments", and "Confirmation". The "Confirmation" tab is active, displaying 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 details "PAS Assignment ACUTE" and "# of Lines 1" are shown. A red arrow points to the "Submit" button, which is next to a "Save" button. There is also a "Cancel Service" button. The footer contains copyright information for the 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.

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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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