

LAUREN N. PITTMAN

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986 Whalley Ave Apt E. New Haven, CT 06515

Experienced and self-motivated helping professional with the ability to lead, train, and remain passionate. Skilled in building rapport with all levels of hospital and Department of Social Services Staff while proven skills in Organization and Planning; Medicaid, Long Term Care Medicaid, Advocacy, Assessments, Intakes and Training & Development. Assist in planning and implementation of comprehensive community experience programs; Provide crisis intervention as necessary. Good communicator with sound judgment, keen eye to detail and flexible nature. I have the ability to work independently.

KEY STRENGTHS:

- ◆ Excellent communication skills.
- ◆ Attention to detail, dependable, organized and responsible.
- ◆ Demonstrate good decision making in dealing with people.
- ◆ Proficient Computer Skills
- ◆ Demonstrate sound work ethics
- ◆ Conduct patient assessments and telephone screenings

PROFESSIONAL PROFILE:

TCORS@ Yale New Haven Hospital | New London, CT

2016

Legal Assistant

- ◆ Assisting uninsured hospital patients' in person and over the phone to complete a Medicaid Application thereby ensuring that their medical bills are paid for them.
- ◆ Continued work with patients to obtain various documents and other information required throughout the application process and then following through until medical bills are paid. Assist Attorneys in preparation and presentation of appeals.

HealthCare Financial Inc. | Boston, MA

2009 – 2015

Patient Enrollment Specialist

- ◆ Actively enrolled patients on medical insurance entitlements, to provide enrollment assistance including but not limited to completing coverage applications, gathering required verifications; Responsible for training new hires and guidelines manual.
- ◆ Maintain general patient information and financial data associated with health insurance coverage.
- ◆ Determines patient eligibility for care recommend certain programs that the patient might be interested in.
- ◆ Understand, explain, and document Medicaid/Financial assistance needs: In charge of enrollment and other forms related to medical care and will make sure that they are filed correctly: helping patients to enroll themselves in insurance programs and healthcare programs online.

Kennedey Center | Trumbull, CT
Community Placement Specialist Intern

2015

- ◆ Develop community based jobs for consumers based on individual choice and needs.

- ◆ Provide vocational training and career counseling to prepare individuals for supported employment and/or competitive employment by acquainting consumers with satisfactory work habits, rules and job skills.
- ◆ Develop placement plans, evaluation sites and community based jobs for consumers

Dixwell Newhallville Mental Health | New Haven, CT
Intern

2008

- ◆ Maintain relationships and provide support services.
- ◆ Assessed community members coping with chronic mental illness, alcohol and drug addictions, and psychological trauma.
- ◆ Responsible for caseload of individual clients as well as group assignments.
- ◆ Participated in a comprehensive practicum, including practice experience that correspond with development of theory.

Dixwell Newhall Ville Community Center | New Haven, CT
Case Manager

2007-2007

- ◆ Assist with school enrollment, employment applications, and Medicaid benefits.
- ◆ Participated in the process of identifying potential community resources.
- ◆ Responsible for assessment of client needs.
- ◆ Provided assistance with personal care and emotional support for person-served; assist the individuals towards reaching maximum independence based on their individual plan.
- ◆ Complete intake/ discharge plan and a discharge profile on each client.
- ◆ Assist clients to become gainfully employed; re-entering back in the community.
- ◆ Enter and maintain data using software such as Excel and develop forms and documents.
- ◆ Group Facilitator.

EDUCATION & TRAINING:

James E. Hill house | New Haven, CT
University of Bridgeport | Bridgeport, CT

Diploma | Teachers Prep
BS | Human Services