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| PLForte@aol.com  (203) 415-9307 | **Peter L Forte** | 40 Putnam Ave #6054  Hamden, CT 06517 |

**Professional Experience**

**AIDS Connecticut** Hartford, CT

***Medical Case Manager*** *October 2013 – September 2015*

* Optimized sorting and organization of important client data by recreating monthly caseload submission.
* Ensured optimal health outcomes for clients by coordinating medical appointments, securing health insurance, seeking financial assistance to cover out-of-pocket expenses, and communicating between medical providers.
* Conducted comprehensive assessments of the health and social needs of clients, developed individual service plans, and conducted ongoing evaluations to keep clients engaged in healthcare services.
* Coordinated with providers to ensure clients completed all DHHS HIV/AIDS Bureau Performance Measures.

**SARAH Tuxis Residential** Guilford, CT

***Direct Support Professional*** *May 2005 – October 2013*

* Recipient of numerous recognitions including Employee of the Year award.
* Collaborated with the State DSS, DDS, key staff members, and clients’ families to develop and monitor individual client goals and outcomes.
* Mentored clients to help achieve Service Plan goals.

**Genesis Healthcare - St Joseph’s Manor Care and Rehabilitation Center** Trumbull, CT

***Health Information Coordinator*** *November 2011 – February 2013*

* Decreased departmental labor by over 15 hours per month by developing a more efficient spreadsheet for auditing patient charts.
* Managed facility’s medical records in accordance with state and federal regulations.
* Reviewed relevant medical documentation and assigned appropriate ICD-9 codes for resident admissions.

**Genesis Healthcare - Glen Hill Care and Rehabilitation Center** Danbury, CT

***Administrator in Training*** *June 2011 – November 2011*

* Developed and executed more efficient audit systems resulting in a 100% compliance score during annual State Survey.
* Analyzed and disseminated financial data to help facility achieve annual budget performance goals.
* Participated in management activities of all facility departments.

**Seabury Nursing Center** Bloomfield, CT

***Administrator in Training*** *February 2011 – July 2011*

* Project Supervisor for implementation and staff training of new electronic medical record system.
* Updated personnel policies to ensure full compliance with state and federal regulations.
* Participated in daily administration activities to maintain a high quality of life for residents while meeting financial goals.

**Value Options - Connecticut Behavioral Health Partnership** Rocky Hill, CT

***Network Management Intern*** *September 2010 - December 2010*

* Created updated data set for Provider Analysis Reporting tools.
* Developed detailed analyses of utilization data and provided statistical reports to the Quality Department.
* Collaborated with providers to identify major gaps and barriers that exist in Connecticut’s behavior healthcare system and developed network performance improvement initiatives and individual quality improvement plans.

**Nelson Ambulance, Access Ambulance, Connecticut Handivan** North Haven, CT

***Marketing and Client Relations Intern***  *May 2010 - September 2010*

* Managed all e-marketing activities including the creation of the “Net Transit” transportation booking service.
* Generated greater company awareness by creating promotional material, managing marketing campaigns, and visiting various medical facilities throughout the state to maintain positive relationships with key staff members.

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**Education**

**Quinnipiac University** Hamden, CT

Masters of Business Administration in Health Care Management, 3.48 gpa *December, 2011*

Long Term Care Administration Certificate Program

**Southern Connecticut State University** New Haven, CT

Bachelor of Science in Business, concentration in Marketing, 3.0 gpa *December, 2008*

**Community Involvement**

**Wildfire Retreat** (Education- and performance-oriented fire spinning retreat) Ashford, CT

***Video Coordinator***  *2014 – Present*

***Volunteer Performance Class Sound Engineer and Lighting Technician*** *2014 – Present*

***Volunteer Crisis Advocate***  *2013 – Present*

***Volunteer DJ / Music Coordinator***  *2011 – Present*

**FeverSpin Entertainment** (privately-owned DJ and recording studio business)Hamden, CT

***Owner / DJ / Music Producer***  *2008 – Present*

**Seaside Saybrook Special Olympics Soccer Team** Westbrook, CT

***Volunteer Soccer Coach and Unified Partner*** *2005 – Present*

**Other Certifications and Skills**

**Certified Health Data Analyst (CHDA) -**On track to achieve CHDA certification by July 2016.

**SQL -**Working knowledge of SQL.

**MS Office Suite -**Proficient in Excel, Access, Word, Project, Power Point, Outlook and Visio.

**Electronic Medical Records -**Have both implemented and worked with different electronic medical record systems including American Data Systems ECS, Point Click Care, and RW CareWare.

**ICD-9 Coding -** Experience in medical coding for long term care nursing facilities.

**Statistical Analysis -**Experience in advanced statistical analysis including regression, correlation, and factor analysis.

**Certified HIV Trainer -**Attended a multi-day training course, sponsored by Gilead Sciences, to become a certified presenter in the following three modules: HIV Basics; Starting an HIV Treatment Regimen; and Sticking to an HIV Treatment Regimen.

**Motivational Interviewing and Social Work Training -**Have attended several training courses sponsored by the AIDS Connecticut Case Management Training Institute in the areas of Motivational Interviewing, Domestic Abuse Prevention, Employment Counseling, Social Security Benefits, and Self-care.