**CURRICULUM VITAE**

**OF**

**KGOMO PHUTI PATIENCE**

**PERSONAL DETAILS**

Surname : Kgomo

Full names : Phuti Patience

Date of birth : 1995-10-15

Identity number : 951015 0397 080

Race : Black

Nationality : South African

Gender : Female

Home language : Northern sotho

Other language : English

Marital status : Single

Criminal record : None

Conduct : Good

Health condition : Excellent

Contact number : 068 5050 969

Email address : phutipatiencekgomo@gmail.com

Physical address : 363 Nana sita street

 103 Park Holm flat

 Pretoria

 0002

**Personal attributes**

* Communication and interpersonal skills
* Work well under pressure
* Independent worker and thinker
* Ability to generate trust and build alliance with co-workers

**EDUCATIONAL QUALIFICATION**

Name of school attended : Madikweng Secondary School

Highest Grade attended : Grade 12

Subjects : Sepedi, English, Economics

 Life Orientation, Geography, Life Sciences

Year completed : 2013

**TERTIARY QUALIFICATION**

Name of institution : Healthnicon Nursing College

Course : Enrolled Nursing Assistance

Qualification : Certificate in Enrolled Nursing Assistant

Year : 2016

**PRACTICAL EXPERIENCE**

Company name : Louis Pasteur Private Hospital

 Healthnicon clinic

 Healthnicon Care Centre

 Healthnicon Structure

 Susan Strydom Huis (Old age Home)

Position : Auxiliary Nurse

Period : 2014-2016

Duties : Supervision of Vital signs

 Intake and elimination

 Receiving of Patients

 Recording and reporting abnormalities

 Assisting patients’ needs

 Admitting patients

Ward : Surgical ward (overflow)

 Medical ward

 Paediatric ward

**WORK EXPERIENCE**

**Company name : Louis Pasteur Private Hospital**

Position : Ward Secretary (Temp position)

Period : September 2019 – December 2019

Duties : Ward secretarial support

 Monthly & weekly stats reports

 Ward Stock Control

 Billing of ward stock

**Company name : Louis Pasteur Private Hospital**

Position : Enrolled Nurse Auxiliary (Overtime)

Period : October 2019 – December 2019

Duties : Supervision of vital signs

 Intake and Elimination

 Receiving of Patients

 Bed Making

 Recording and reporting abnormalities

 Admitting & discharging of patients

Ward : Overflow Ward

**Company name : Louis Pasteur Private Hospital**

Position  **:** Billing and Auditing clerk

Period **:**  April 2020 to date

Duties  **:** Adjust accounts according to case manager’s notes

. Auditing the accounts and Billing of tariffs

 : Submitting of account to the medical aids

 : Auditing ICD-10 codes and CPT 4

 : Daily compilation of a comprehensive report . on all files audited

 : receiving discharged files from wards

 : compiling daily and weekly reports

 : Compiling outstanding reports weekly

 : Capture audit notes accurately & timeously

 : Billing FF and Per Diem as per medical aid

 :Liaise with ward, theatre and pharmacy to . ensure correct billing of used medication . . and stock

**REFERENCE**

Contact person : Mr A. Oyatayo

Company : Louis Pasteur Private Hospital

Position : Medsurg Unit Manager

Contact number : **012 336 6145**

Contact person : Mrs Lilly Majatladi

Company : Louis Pasteur Private Hospital

Position : Audit and Billing Manager

Contact number : **012 336 6019**

Contact person : Mrs K. Mahlangu

Position : Healthnicon College Facilitator

Contact number : **012 333 5046**

**I Phuti Patience hereby solely declare that the information given is true**