

30-Day Study Plan Tracker

Healthcare VA Learning Hub | Learn US Healthcare Admin One Workflow at a Time.

Resource type	Tracker
Who it is for	Beginner healthcare admin learners who want a simple 30-day path through Medical VA and RCM foundations.
When to use it	Use during your first month of learning or when restarting from the basics.
How to use it	Use the XLSX file to track status and follow-up dates. Use this PDF as a printable quick-reference plan.
Last reviewed	July 2026

Core learning rule: Where does this happen? Why does it matter? What happens if it is wrong?

Purpose

This printable version summarizes the 30-day tracker. Use the XLSX workbook for dropdowns, status tracking, follow-up dates, and progress formulas.

Printable 30-day plan

Day	Focus	Stage	Practice task
1	Patient-provider-payer map	Foundation	Explain the triangle using fictional patient Alex Rivera.
2	RCM big picture	Foundation	Draw front-end, middle, and back-end workflow.
3	HIPAA and PHI basics	Privacy	List information you must not use in practice files.
4	Medical VA role map	Foundation	Choose one starter role path.
5	Common healthcare terms	Foundation	Define 10 terms in plain English.
6	Scheduling and registration	Front-End	Write a fictional intake checklist.
7	Insurance card basics	Front-End	Identify mock card details.
8	Eligibility basics	Front-End	Practice a fictional eligibility note.
9	Benefits basics	Front-End	Compare copay/deductible/coinsurance.
10	Referral vs authorization	Front-End	Explain a fictional specialist visit.
11	Prior authorization basics	Front-End	List required details before a request.
12	Medical terminology awareness	Middle	Connect diagnosis/procedure terms to risk.
13	Coding awareness	Middle	Explain why coding is not guessing.
14	Charge entry awareness	Middle	List items that must match.
15	Clean claim basics	Middle	Identify avoidable claim problems.
16	Claim submission flow	Middle	Explain claim scrubbing.
17	Payer processing	Back-End	Explain accepted vs paid.
18	EOB and ERA awareness	Back-End	Identify payment/denial explanation.
19	Payment posting basics	Back-End	Write a fictional posting checklist.

Day	Focus	Stage	Practice task
20	Patient responsibility	Back-End	Explain why balances should not be guessed.
21	Denial basics	Back-End	Classify denial root cause.
22	AR follow-up basics	Back-End	Write a fake follow-up note.
23	Documentation notes	Foundation	Practice action/result/next step.
24	Escalation habits	Foundation	List when to escalate.
25	Common beginner mistakes	Foundation	Mark top three risk areas.
26	Portfolio proof sample	Career	Create a fictional workflow sample.
27	Resume skill mapping	Career	Map skills to truthful evidence.
28	Interview story prep	Career	Prepare a privacy-safe workflow story.
29	Mock workflow walkthrough	Career	Explain visit-to-payment flow.
30	Final review and next step	Career	Choose the next pack.

Common beginner mistakes

- Studying randomly instead of one workflow at a time.
- Skipping practice tasks and only reading terms.
- Using real patient or employer data in notes.
- Not writing follow-up dates for weak topics.
- Moving to job applications before building truthful workflow proof.

Safe practice reminder

Practice with fictional examples only. Do not copy real work queues, payer portals, clinic notes, employer SOPs, screenshots, patient accounts, or client information into any practice file.

No-PHI reminder

Do not use or enter real patient names, dates of birth, insurance IDs, member IDs, claim numbers, medical record numbers, addresses, phone numbers, diagnoses, treatment details, login details, or protected health information. Use fictional data only when practicing.

Educational disclaimer

This resource is for beginner-friendly healthcare admin education only. It is not medical advice, legal advice, coding certification, payer-specific billing authority, a replacement for employer training, or a guarantee of employment. Always verify current requirements with official sources, employer policy, payer rules, client instructions, and updated guidance.

Source/review note

This beginner resource explains general healthcare admin workflow concepts. Verify current requirements with official sources, employer policy, payer rules, client instructions, and updated guidance.

Recommended next step

Next: open the XLSX tracker and complete Day 1 using fictional data only.