

Beginner Learning Checklist

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

Resource type	Checklist
Who it is for	Beginner healthcare admin learners who want a safe first learning path before specializing.
When to use it	Use when you feel overwhelmed by too many healthcare terms, billing topics, or Medical VA role paths.
How to use it	Move through the checklist in order. For every topic, write one sentence for where it happens, why it matters, and what can go wrong.
Last reviewed	July 2026

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

Purpose

This checklist helps beginners learn in the right order: first the map, then the workflow, then practice. Each topic should be connected to the RCM questions: where, why, and what if wrong.

Learning checklist

- [] Foundation: I can explain patient, provider, payer, claim, and RCM.
- [] Privacy: I can identify PHI and explain why practice files must use fictional data only.
- [] Role map: I can name common Medical VA support areas such as scheduling, intake, EMR support, eligibility, authorization, billing support, records, and AR follow-up.
- [] Front-end: I can explain why scheduling and registration accuracy affect claims.
- [] Insurance: I can explain the difference between active coverage, benefits, network, copay, deductible, coinsurance, and authorization requirement.
- [] Authorization/referral: I can explain why approval details must match service, provider, location, dates, and units.
- [] Middle RCM: I can explain coding awareness, charge entry, claim scrubbing, and claim submission without pretending to be a certified coder.
- [] Back-end: I can explain payment posting, EOB/ERA review, denials, AR follow-up, and patient billing at a beginner level.
- [] Documentation: I can write a clear note with action, source, result, and next step.
- [] Career proof: I can build sample checklists, trackers, scripts, and notes using fictional data only.

Suggested beginner learning order

Order	Topic	Practice output
1	U.S. healthcare map and RCM lifecycle	One-page workflow explanation
2	HIPAA/PHI awareness	No-PHI practice rules list
3	Scheduling and registration	Fictional appointment readiness checklist
4	Eligibility and benefits	Fictional verification note
5	Referral and prior authorization basics	Requirement-check question list

Order	Topic	Practice output
6	Coding and charge-entry awareness	Claim-risk checklist
7	Payment, denials, AR, and patient billing	Fictional follow-up note and next action
8	Career proof preparation	Portfolio sample with fictional data

Common beginner mistakes

- Studying advanced denial topics before understanding patient, provider, payer, and claim.
- Confusing active coverage with guaranteed payment.
- Treating billing as only claim submission.
- Using copied real examples instead of fictional practice samples.
- Skipping privacy, documentation, and escalation habits.

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 30-Day Study Plan Tracker and assign each unchecked item to a study day.