Beginner Medical VA Portfolio Sample

Resource Type	Resume Tool / Portfolio Sample	Track	Career Kit
Level	Beginner to Intermediate	Last reviewed	July 2026
Who it is for	Beginner Medical VA learners, career shifters, RCM support applicants, and direct-client outreach beginners.	When to use it	Use when building a starter portfolio for applications, interviews, discovery calls, or profile links.

How to use it

Use this as a structure for a small proof-of-skill portfolio. Replace all examples with your own fictional practice samples and truthful background.

Portfolio safety reminder
A portfolio should prove workflow thinking without exposing real patient, employer, clinic, payer, account, screenshot, or login information.

Editable portfolio structure

Portfolio Page	What to include
Cover page	[FULL NAME], target role, contact details, LinkedIn/portfolio link, short privacy note.
About / target role	2-4 lines about your truthful background and target workflows.
Skill snapshot	Checklist of real skills and learning areas: scheduling, documentation, eligibility awareness, AR support, spreadsheets, privacy awareness.
Mock workflow sample 1	Fictional scheduling call note or intake checklist.
Mock workflow sample 2	Fictional eligibility verification checklist or note.
Mock workflow sample 3	Fictional AR follow-up note or claim-status tracker row.
30/60/90 plan	How you would learn SOPs, improve accuracy, and report progress if hired.
Closing page	Availability, target role, and reminder that samples use fictional data only.

Sample pages with fictional data only

Fictional sample type	Example content
Mock eligibility note	Fictional Patient A, fictional plan, fictional clinic. Verified active coverage, copay field, deductible field, network field, referral/auth flag, source, date checked, and next step.
Mock AR follow-up note	Fictional Claim A, aging bucket, payer response, reference field, action taken, next follow-up date, and escalation note.
Mock schedule note	Fictional caller requested appointment. Confirmed service type, preferred date/time, provider preference, reminder method, and escalation need if urgent.

Editable about section

[FULL NAME] is a [TARGET ROLE] applicant with [TRUTHFUL BACKGROUND]. This portfolio shows beginner healthcare admin workflow practice using fictional examples only. Focus areas include [WORKFLOW 1], [WORKFLOW 2], and [WORKFLOW 3].

30/60/90 day plan template

Period	Learning and work focus
First 30 days	Learn client SOPs, tools, queues, privacy rules, and note standards. Ask focused questions and document process steps.
Days 31-60	Improve speed while maintaining accuracy. Track repeated issues and use QA feedback.
Days 61-90	Handle larger task batches, report blockers clearly, and suggest safe workflow improvements.

Common Beginner Mistakes

[ ] Adding skills, tools, certifications, or experience that are not truthful.

[ ] Copying a template without customizing it to the target role.

[ ] Making income, job guarantee, or client-result claims.

[ ] Sharing confidential employer, client, or patient information in a portfolio.

[ ] Forgetting to proofread before sending an application or outreach message.

Safe Practice Reminder
Use mock examples, public job-post language, and your own truthful career information only. Keep real patient, clinic, payer, account, and login details out of practice files.

No-PHI Practice 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 Use Only
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 resource is for educational and business-planning use only. It does not guarantee employment, client acquisition, income, or contract approval. Keep all claims truthful and verify privacy, business, email, and client-contract requirements before use.

Recommended Next Step

After completing this resource, review the Application Tracker and Interview Q&A Starter Sheet so your career materials stay organized and truthful.