

# **Virtual Process Assessor**

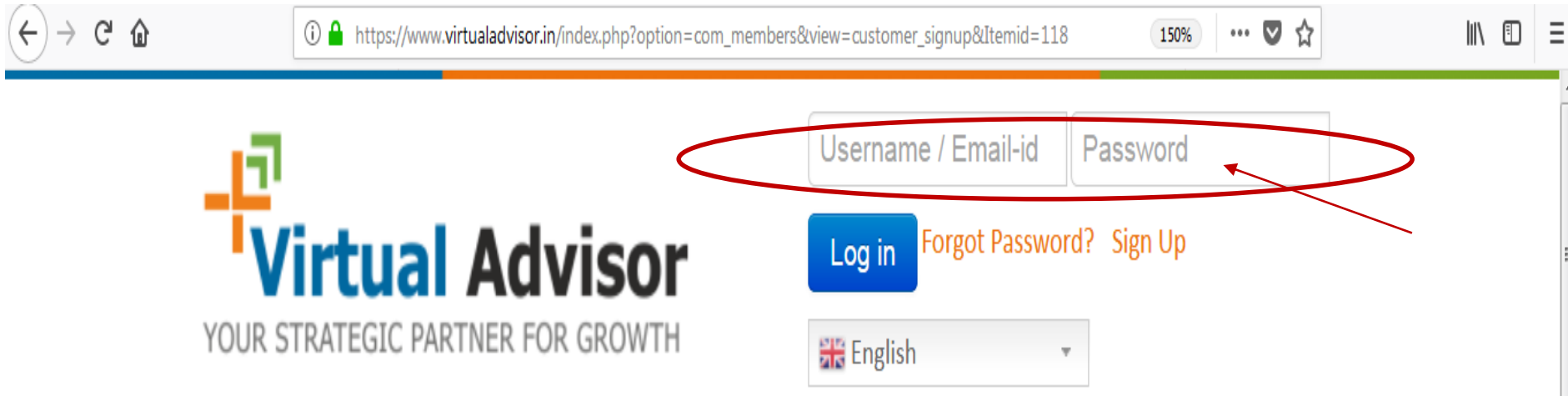
## **User Guide for PURCHASE, PAYMENT & ASSESSMENT**

# PURCHASE

## Step:1


Goto → [www.virtualadvisor.in](http://www.virtualadvisor.in) website.

Login with your 'Username & Password'



← → ↻ 🏠

🔒 [https://www.virtualadvisor.in/index.php?option=com\\_members&view=customer\\_signup&Itemid=118](https://www.virtualadvisor.in/index.php?option=com_members&view=customer_signup&Itemid=118) 150% ⋮ 🛡️ ☆



**Virtual Advisor**  
YOUR STRATEGIC PARTNER FOR GROWTH

Username / Email-id Password

**Log in** [Forgot Password?](#) [Sign Up](#)

🇬🇧 English ▾

## Step:2

You will have access to the following page.

### My Tools

#### Profile



My Profile



Change Password

### Virtual Process Assessor



Assessments  
at a Glance



My Orders



My Maturity  
Assessments

## Step:3

Choose the “**Assessment tools at a Glance**” to view the list of modules in the **Maturity Assessment Category**

My Tools

Profile



Virtual Process Assessor



Assessments  
at a Glance



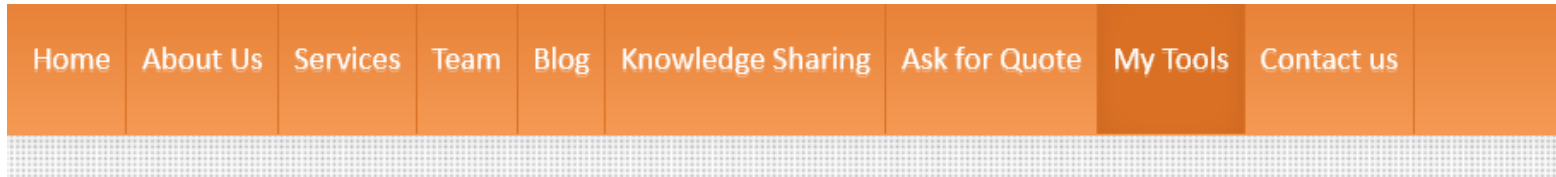
My Orders



My Maturity  
Assessments

## Step: 4

Click on the “**Hospitals**” category to view the list of available assessments



Back to My  
Tools

## Maturity Assessment Category

<b>Hospitals</b> (32)	<b>Demo</b> (1)	<b>Minimum Standard Requirements</b> (6)	<b>Diagnostics</b> (4)
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There are the following categories of assessments

1. **Hospitals** – This Category contains list of assessments for the Hospitals
2. **Demo** – This Category contains a Demo assessment available for free
3. **Minimum Standard Requirements** – This Category contains the assessments covering the Minimum Standard Requirements mandated by the Ministry of Health, Government of India
4. **Diagnostics** – This Category contains the assessments for the Diagnostic Centers

There will be 2 types of Assessments available



- Test Assessment



- Recommendation Assessment

### **Test Assessment**

Test Assessment will generate a Maturity Score Card after the self evaluation of the maturity of their processes. This will enable the Hospital Teams to understand and assess the strengths based on the maturity score card.

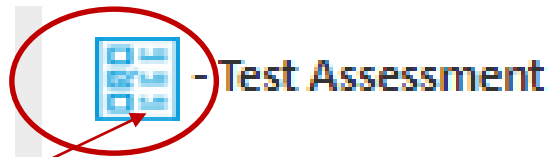
### **Recommendation Assessment**

Recommendation Assessment will generate a detailed Report with Observations and Recommendations from Auditors to add more value to the assessment exercise. This report also come with a Maturity Assessment Score Card. This would enable the hospital teams to strengthen their internal processes and systems to improve the overall organizational process maturity.

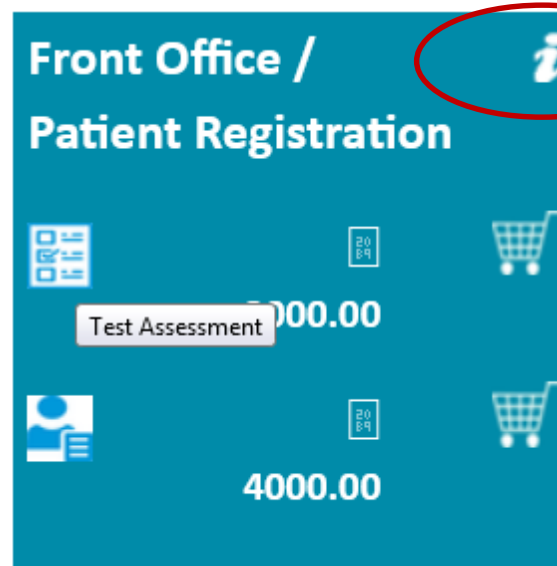


# Step: 6

To view description of the particular assessment click on  
**“Test Assessment icon”**




Click on -  for a description on any particular assessment:









## Step: 7


To purchase the assessments, click on the Cart against your choice -



**Out Patient Services** 

	 2000.00	
	 4000.00	

**Out Patient Services** 

	 2000.00	
	 4000.00	<b>1</b> 

Once added to the cart, the quantity added will appear.

# Step: 8

Selected assessments will be highlighted in the cart. Then click on the **Cart**. This will take you to the Order/ Payment page.

[Back to Maturity Assessment Category](#)

## Assessment Modules



- Test Assessment



- Recommendation Assessment

[Click here for Instructions and Scoring Methodology](#)

1 Assessments 

Front Office / Patient  
Registration



2000.00



4000.00



Out Patient Services



2000.00



4000.00 1



Laboratory



2500.00



5000.00



Radiology



2000.00



4000.00



## Step: 9

You can view the order details as below:

### Order / Payment

Order No	18-10_0890
Order Date	10-10-2018 14:19:43
Customer	VACS

Assessment Name	Assessment type	Assessment Price INR	X
Out Patient Services	Recommendation	4,000.00	Delete
	Total	4,000.00	
	GST 18%	720.00	
	<b>Grand Total</b>	<b>4,720.00</b>	

You can modify or remove the assessment by clicking delete option

# PAYMENT

## **Step:1**

In Order/ Payment Page, ensure the total amount for the chosen assessment has been paid.

The account details are given below:

### **Beneficiary**

RVK Business Advisory Services Private Limited

### **Bank Name**

Indian Overseas Bank

### **Account No**

064102000001450

### **Branch name**

R K Nagar, Chennai

### **IFSC CODE**

IOBA0000641

## Step: 2

After the payment, choose the mode by which the payment has been done, Quote the payment reference no for the Virtual Advisor Admin to approve the payment.

Please contact us for any clarifications.

Click on the “**Submit**” button:

	GST 18%	
	<b>Grand Total</b>	

**On Pricing & Payment related queries, please contact us before making the payment**

Payment Mode\*

NEFT  RTGS  IMPS

Payment Reference\*

Submit

**Quote the payment  
reference number**

## Step: 3

You will have to wait for the payment verification. An Email will be sent to you once the payment is verified (this might take up to 24 hrs.). You can view the order status as shown in the picture from the **'My Orders'** menu:

[Back to My Tools](#)

### My Orders

<input type="text" value="Order No"/>	<input type="text" value="Select Status"/>	<input type="button" value="Search"/>	<input type="button" value="Reset All"/>	
Order No	Customer Name ↑ ↓	Maturity Assessment Name ↑ ↓	Order Date ↑ ↓	Assessment Price
18-10_0890	VACS	Out Patient Services	10-10-2018 14:19:43	4000.00
18-10_0889	VACS	Demo	10-10-2018 11:55:02	0.00



# ASSESSMENT

## Step:1

Once you receive the payment confirmation email, you have to login to your account to initiate the maturity assessment.

Log on to your account on [www.virtualadvisor.in](http://www.virtualadvisor.in)

Select '**My Maturity Assessments**' to view the status of the Assessments purchased

**My Tools**

**Profile**



My Profile



Change Password

**Virtual Process Assessor**



Assessments  
at a Glance



My Orders



[My Maturity  
Assessments](#)

# Step:2

Click on **“Take Maturity Assessment”** to initiate the assessment

Back to My Tools

## Members Process Maturity Assessment

Assessment Name	Customer Name		Search	Reset All		
Emergency	28-03-2018 15:55:40	09-04-2018 17:03:17	Take Maturity Assessment	-	-	Customer Processing
Purchase	28-03-2018 15:55:40	-	Take Maturity Assessment	-	-	Open
Blood Bank	28-03-2018 15:55:40	-	Take Maturity Assessment	-	-	Open
IT / EDP	28-03-2018 15:55:40	28-03-2018 15:57:01	Take Maturity Assessment	-	-	Customer Processing

Now, Questions will appear

- Read the questions carefully and understand well
- Each question might have multiple options
- The user needs to select only the options that are applicable
- A few questions will ask for an attachment which needs to be provided as requested. This might be a file, picture, etc..
- You can use the Additional Information textbox listed below each question to provide us with any kind of further information

After answering each question, there are 2 options to choose:

***a. Next***

When you click "Next" after each question, the answer you have entered is saved and cannot be altered or changed later. The answer provided will be treated as the final answer for that particular question.

***b. Skip***

When "Skip" is selected after a question, the answer provided for the skipped question will not be saved. This question will again be available to answer after the completion of the entire questionnaire

After the completion, if you have any skipped questions, you will have the option of

- a. "Yes"** - Which will submit the assessment without going back to the skipped questions if any
  
- b. "Go to skipped questions"** - By choosing this option you can go back to the skipped questions to attempt the same
  
- c. "Save & Exit"** - Save it for later and exit the process

## Step: 6

On Completion, the Auditor will audit your assessment and a report will be emailed to you along with the score.

Alternatively, you can also check the same in your login in the [www.virtualadvisor.in](http://www.virtualadvisor.in) – **‘My Maturity Assessments’**

Please send us your feedback on completion.

Thanks & regards,  
**Value Added Team**

## Contact Us

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