Integrating AI Tools into Your Practice

Dr. Gabriela Mustata Wilson, PhD, MSc, FHIMSS, FIAHSI, SNAI

VENDOR VETTING (BEFORE YOU SIGN)

- [ ] **Data Management.** Request written documentation on how data is collected, stored, used and deleted.
- [ ] **Patient Privacy.** Confirm HIPAA compliance and alignment with state privacy laws.
- [ ] **Business Associate Agreement (BAA).** Review for clauses on data protection, deidentification, and patient opt-out rights.
- [ ] **Data Usage.** Ask whether recordings or transcripts are used for training AI models or shared with third parties.
- [ ] **Transparency.** Ensure vendors offer audit trails and transparency around system updates or changes to terms.
- [ ] **Deletion Capabilities.** Confirm the ability to delete patient data upon request.
- [ ] **Human Oversight.** Ensure the tool enhances, not replaces, clinical judgement.

WITH THE PATIENT

- [ ] **Inform.** Explain how the tool works, what is recorded, and why it's being used. Encourage patients to ask questions/express concerns.
- [ ] **Obtain Informed Consent.** Obtain and document written informed consent *before* using AI tools. Reaffirm trust by revisiting consent.
- [ ] **Opt-out Option.** Offer a meaningful opt-out option *without* penalty.

ONGOING

- [ ] **Review and Update.** Revisit consent and tool use regularly as technology and tools evolve.
- [ ] **Team Review**. Conduct periodic review on ethical/legal practices.