

Checklist: Using AI-Based Scribing Software in Clinical Practice

This checklist is designed to help ACRRM members implement AI-based scribing software safely and effectively in their practice. It covers key areas such as preparation, consent, integration, and compliance.

1. Understanding the Tool

- Ensure the AI scribe is designed and tested for medical purposes
- Confirm that the software complies with Australian privacy laws
- Verify where patient data is stored in the software and how long it is retained
- Ask for a trial period or demonstration
- Avoid using an AI scribe that shares patient information publicly
- Try to select an Australian-based AI scribe to minimise overseas data flows
- Ensure you understand how the AI scribe works so you can explain this to patients effectively

2. Gaining Patient Consent

- Obtain explicit consent before using the AI scribe before each consultation.
- Provide a clear explanation of how the software works during the first use.
- Provide visual reminders (e.g., posters or info sheets) in the practice about the use of AI scribes during a consultation.

3. Documenting Consent

- Record consent in the clinical notes.
- Include a statement if desired in the notes, such as: 'These notes were generated using an AI scribe.'
- Ensure the method of consent (verbal, written) is compliant with your local policy.

4. Reviewing AI Generated Notes

- Check for accuracy and clinical relevance before finalising.
- Edit overly verbose or irrelevant content to ensure clarity for other practitioners.
- Train the scribe to use dot points or structured formats if supported.
- You are responsible for what is in the patient record – no matter what the AI tool said.

5. Integration with Clinical Software

- Confirm if your clinical software integrates directly with the AI tool.
- If integration is not available manually enter vital signs (e.g. BP, weight) into structured fields like observations.
- Ensure no loss of clinical information during transcription.



6. Patient Interaction & Trust

- Use a visible microphone with mute options to increase transparency.
- Ensure patients feel heard and respected during the consultation.
- Address any discomfort or questions patients may have about being recorded.

7. Compliance & Risk Management

- Only use tools approved by your organisation – this will provide greater legal protection.
- Avoid relying on implied consent – always seek active patient agreement.
- Consider the implications of data breaches, vendor longevity, and system failures.
- Keep up to date with legal, ethical, and privacy-related responsibilities.
- Ensure you are not assuming liability in any contract or agreement you sign with a software vendor.
- Be aware that the Privacy Act requires transparency around how AI scribes process and store patient data. Follow any emerging guidance, such as VIC Health's recommendation to conduct a Privacy Impact Assessment (PIA).



Useful Resources

1. **Use of AI in Judicial Decision-Making**
A case highlighting considerations around AI usage in legal contexts. [NSW Caselaw – Full Decision](#)
2. **Privacy and Publicly Available AI Tools**
Guidance for Victorian public sector organisations on handling personal information when using generative AI. [Office of the Victorian Information Commissioner \(OVIC\) – Use of Personal Information with Publicly Available Generative AI Tools](#)
3. **AI in Healthcare**
Overview of regulatory expectations and professional responsibilities when using AI in Australian healthcare. [Ahpra – Artificial Intelligence in Healthcare](#)
4. **Guideline for Responsible Use of AI in Litigation**
Best practice recommendations for the ethical and effective use of AI tools in court proceedings. [Supreme Court of Victoria – Responsible Use of AI in Litigation](#)
5. **Indemnity Insurance and AI Use**
Advice on how professional indemnity insurance covers (or does not cover) AI-related activities. [MIPS Handbook – Indemnity Insurance Policy](#)
6. **NHS England Guidance on the use of AI-enabled ambient scribing products in health and care settings**
7. **ACRRM Position Statement - AI in healthcare**
https://www.acrrm.org.au/docs/default-source/all-files/college-position-statement---ai-in-healthcare.pdf?sfvrsn=73e7bd23_8