

AI scribe

The AI scribe listens to a visit and drafts the note. It records only patients who agreed to it, and a person checks and signs every note.

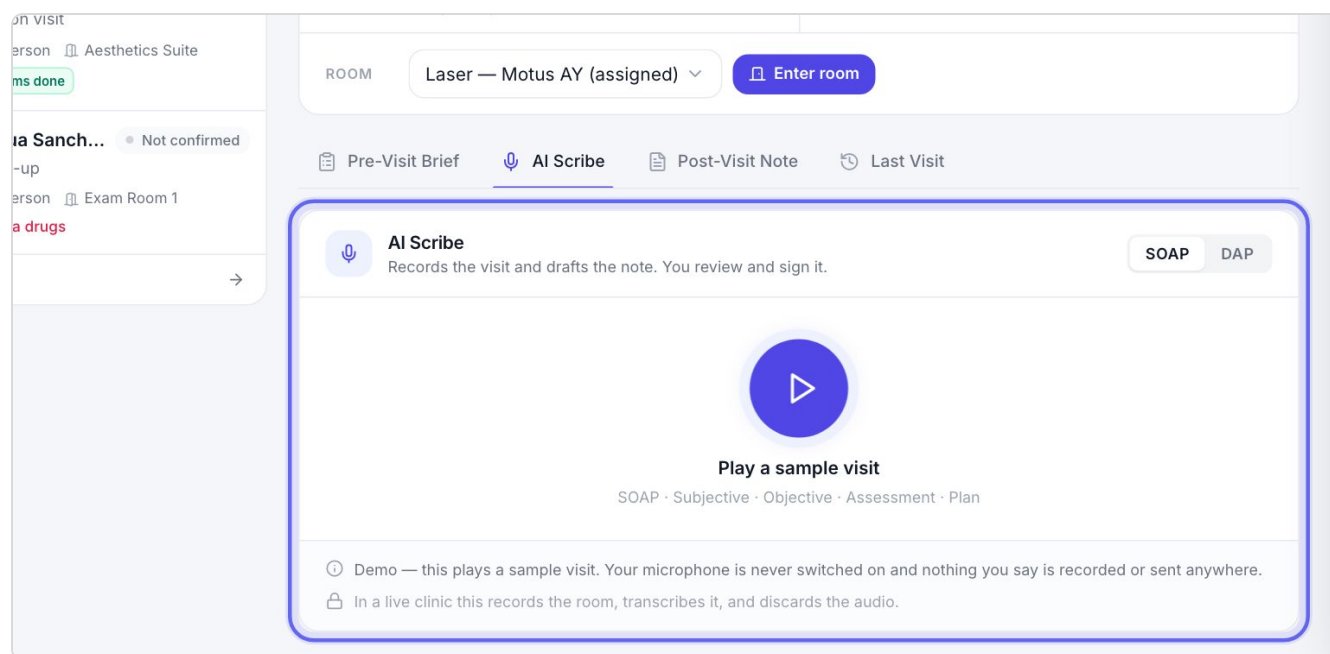
Feature manual · For Providers, Owners, Managers · aminova.health/university/ai-scribe

1. WHAT THE AI SCRIBE DOES

The AI scribe records a visit, turns it into text, and writes a draft note from it. It works for in-person visits on My Schedule and for video visits.

A person reviews every note. The scribe never puts a note in the chart or signs it by itself. You check the draft, save it, and sign it.

It is told to write down only what was said in the visit, never things that didn't happen. That is still why you read every draft.



The AI Scribe tab on an in-person visit, before recording.

Tip. If AI Scribe doesn't appear in Settings, your plan doesn't include it.

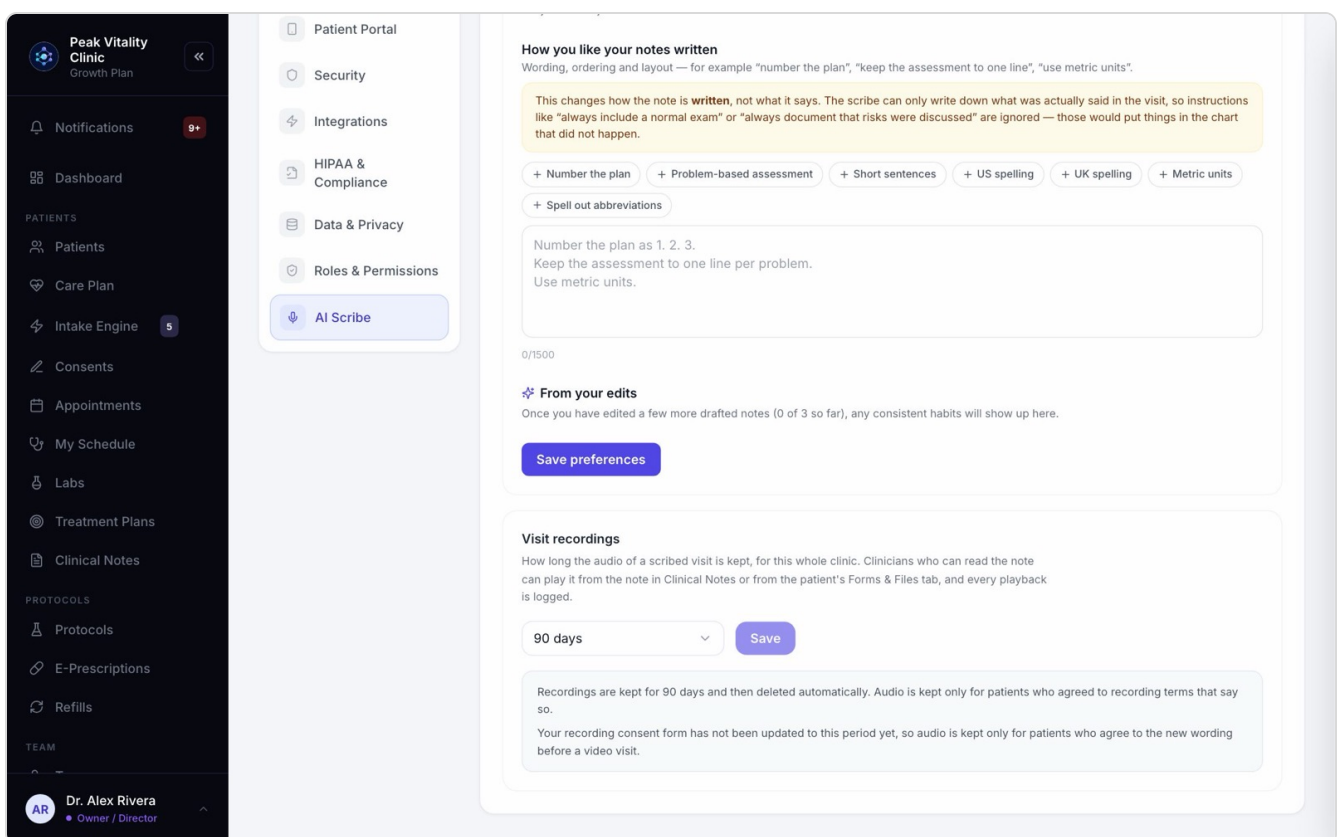
2. CONSENT COMES FIRST

1. The scribe records only patients who signed your clinic's recording consent form. This is checked before the record button turns on, and again before anything is sent.
2. If the form isn't signed, the scribe says so and stays off. Nothing is recorded.

3. Signing is never required. A patient who says no still has their visit, and you write the note yourself.
4. Once signed, it stays signed. The patient isn't asked again every visit.
5. Always tell the patient, out loud, that you're recording, and get their agreement. Some states require everyone in the room to agree.

3. ADD THE RECORDING CONSENT FORM

1. Go to **Settings** → **AI Scribe** and find **Visit recordings**.
2. If it says your clinic doesn't have a recording consent form yet, press **Add the form**. Only owners and managers can.
3. The form joins your Consents list. It says what the scribe does with the audio, it is never required of a patient, and you can edit or replace it like any other form.



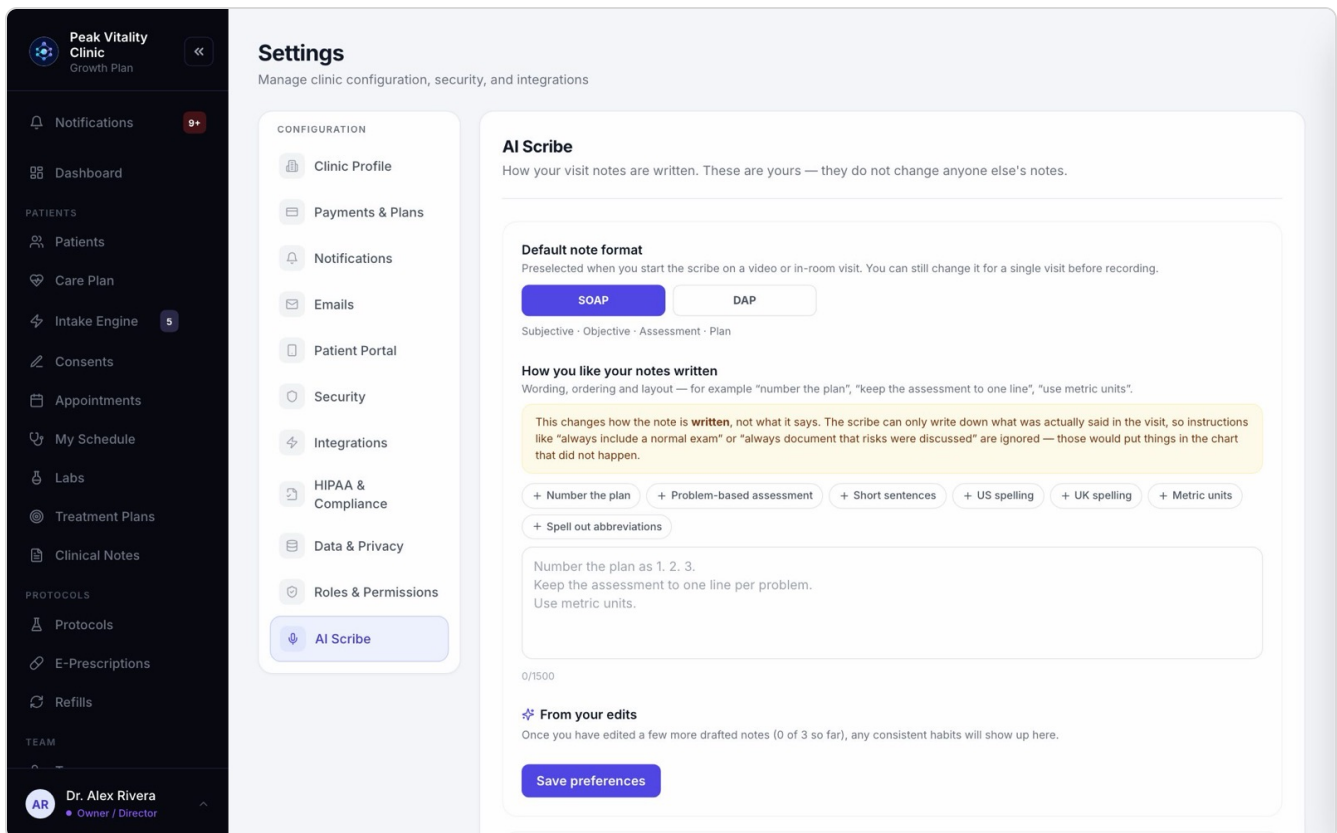
Settings → AI Scribe → Visit recordings, where the consent form is added.

4. GETTING THE PATIENT'S AGREEMENT

1. For an in-person visit, open the visit on My Schedule. On **Pre-Visit Brief**, press **Send** in the **Forms** card and pick the recording consent.
2. For a video visit, the patient's app asks when they join. They tick the box and press **Agree and join**, or press **Join without recording**.
3. If it isn't signed, your first screen of the video visit says **AI Scribe is off for this visit**. Press **Send it to them now**. The screen updates when they sign.

5. YOUR NOTE STYLE

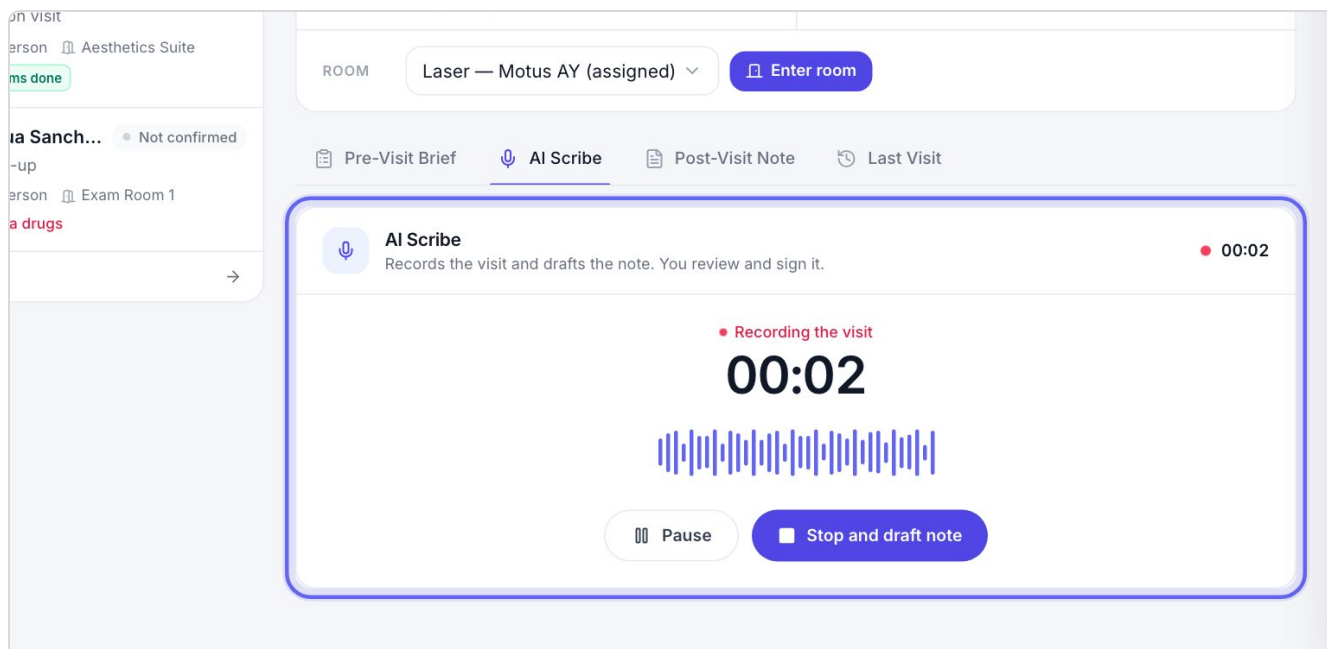
1. In **Settings** → **AI Scribe**, pick your **Default note format**: SOAP (Subjective, Objective, Assessment, Plan) or DAP (Data, Assessment, Plan).
2. Under **How you like your notes written**, add rules like **Number the plan** or **Short sentences**, or type your own.
3. These change how the note is written, never what it says.
4. **From your edits** suggests rules based on how you change drafts. Add the ones you like.
5. Press **Save preferences**. They are yours alone. They don't change anyone else's notes.



Settings → AI Scribe: your note format and how you like notes written.

6. RECORD AN IN-PERSON VISIT

1. On **My Schedule**, open the visit and click the **AI Scribe** tab.
2. Pick **SOAP** or **DAP**. It can't change once recording starts.
3. Press **Start recording**. The first time, your browser asks to use the microphone.
4. A clock and a sound meter show it's listening. If no sound reaches the microphone, it tells you.
5. Use **Pause** and **Resume** as you need. When the visit ends, press **Stop and draft note**.



Recording: the clock, the sound meter, Pause, and Stop and draft note. The demo plays a sample visit.

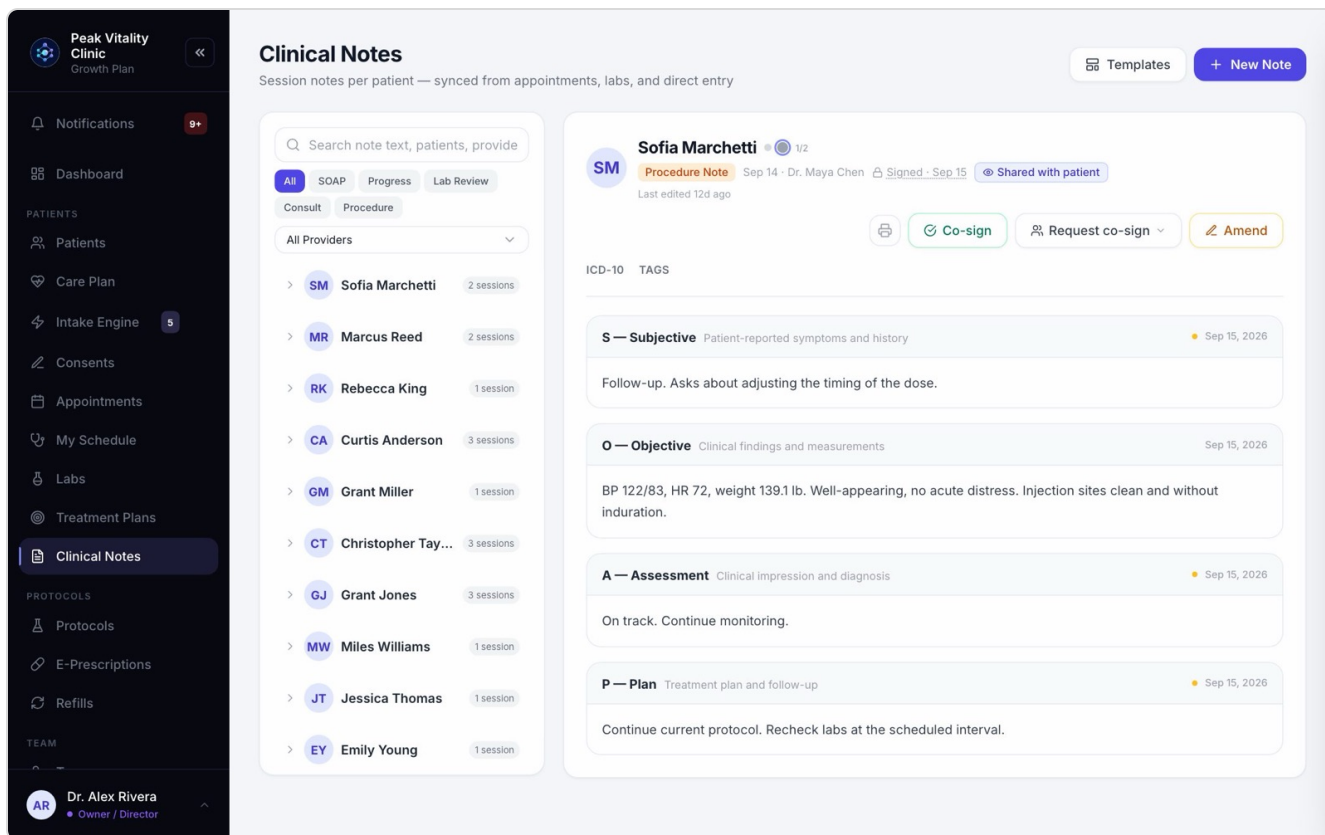
Tip. The scribe can take one recording of up to about an hour.

7. WHILE THE NOTE IS DRAFTED

1. It goes through **Upload**, **Transcribe** and **Draft**. It usually takes under two minutes.
2. You can leave the tab open and come back.
3. It is given your clinic's product and protocol names, to help it spell them.
4. If the recording is empty or silent, nothing is sent, and it tells you. Check the microphone, or write the note by hand.
5. If the draft couldn't be saved to the visit, a message asks you to save the note now, before you leave the screen.

8. CHECK THE DRAFT

1. The draft opens in four boxes. Read it against what really happened, drug names and doses especially.
2. Change anything by typing in the boxes.
3. Open **Full transcript** to see exactly what was said.
4. If a weight, blood pressure or pulse was said out loud, **Heard in the visit** offers it. Press **Add to vitals** to put it in the chart.



Clinical Notes, where you open the saved note and sign it.

10. ON A VIDEO VISIT

1. On My Schedule, press **Join Telehealth Call**. A first screen lets you set up before you connect.
2. Pick the **Note format**. Leave **AI Scribe** ticked to record. Decide before you start.
3. Press **Start visit**. Your screen shows **Recording for notes**. The patient's screen shows **This visit is being recorded for notes**.
4. The **AI Scribe** switch in the side panel turns recording off and on.
5. When you hang up, the note is drafted on its own.

Tip. The scribe works on video visits that run inside Aminova. It doesn't run on visits held on your own outside video account.

11. AFTER THE VIDEO VISIT

1. The **Visit complete** screen shows a short **Visit summary** and the **Visit note**.
2. Press **redraft** beside one part to write just that part again from the transcript. The other parts stay as they are.
3. Open the **Transcript** to check the note against what was said.
4. Press **Save visit note**. It goes into the chart unsigned, and the visit is marked completed. Sign it in Clinical Notes.
5. Still drafting? **Back to schedule — keep drafting** keeps it going while you move on.

12. IS THE AUDIO KEPT?

1. **Visit recordings** in Settings → AI Scribe decides it for the whole clinic. Only owners and managers can change it.
2. With **Do not keep recordings**, the audio makes the transcript and is deleted straight away.
3. Or keep it for **30 days, 90 days, 180 days, 1 year**, or **Keep until deleted**.
4. Audio is kept only for patients who agreed to recording terms that say so. Others are asked again before their next video visit. Until they agree, their audio isn't kept.
5. Clinicians who can read the note can play it from the note in Clinical Notes, or from the patient's Forms & Files tab. Every playback is logged.

Tip. Shortening the time deletes older recordings at the next daily clean-up.

13. WHAT THE AI IS TOLD

1. About the patient, the AI is told only their age, sex, and whether the visit is in person or by video. Never their name.
2. Each transcription and each draft is logged in your audit log.