OraCore AI

HIPAA + AI Scribe Go-Live Checklist

Complete every item before your first AI-assisted appointment. Use annually for compliance audits.

Practice Name: _____

Completed By: _____

Date: _____

Pre-Launch

- ☐ **1. Business Associate Agreement (BAA) signed with AI scribe vendor** *Why it matters:* Without a BAA, your vendor has no legal obligation to protect patient data under HIPAA. This is non-negotiable.
- ☐ **2. Notice of Privacy Practices updated to include AI scribe use** *Why it matters:* HIPAA requires patients to be informed about how their PHI is collected and used. An NPP that doesn't mention AI-assisted documentation is incomplete.
- ☐ **3. Patient consent form finalized and integrated into intake workflow** *Why it matters:* California and other two-party consent states require written consent before recording. Even in one-party states, documented consent protects your practice from disputes.
- ☐ **4. Staff training completed — all patient-facing team members** *Why it matters:* Front desk, assistants, and hygienists will field patient questions. Untrained staff give inconsistent or incorrect answers, eroding trust and creating compliance risk.
- ☐ **5. Opt-out workflow documented and communicated to all staff** *Why it matters:* When a patient declines, the team needs a clear, practiced process — not an improvised reaction. Fumbling the opt-out makes the technology feel untrustworthy.
- ☐ **6. Operatory signage posted in every room where recording occurs** *Why it matters:* Visual notice reinforces the consent process and demonstrates good faith. Some state laws specifically require posted notice when recording occurs.

At Launch

- ☐ **7. Consent collection confirmed working (digital or paper)** *Why it matters:* Test the workflow before the first real patient. A consent form that doesn't reach the chart is the same as no consent form.
- ☐ **8. AI scribe tested in each operatory for audio quality and functionality** *Why it matters:* Audio issues in specific rooms (background noise, poor mic placement) can degrade note quality and create gaps in documentation. Verify before relying on the tool clinically.
- ☐ **9. Provider note review process established** *Why it matters:* AI-generated notes must be reviewed and approved by the treating provider before entering the patient record. A note that goes into the chart unchecked is a clinical and legal liability.
- ☐ **10. Emergency stop procedure confirmed — staff can disable AI scribe mid-appointment** *Why it matters:* If a patient revokes consent during a visit or a sensitive situation arises, the team needs to stop recording immediately. Everyone should know how.

Ongoing Compliance

- ☐ **11. Quarterly review of vendor's security practices and BAA status** *Why it matters:* Vendors update their platforms, change subprocessors, and modify data handling. Your compliance depends on their continued adherence to the BAA. Check in quarterly.
- ☐ **12. Annual staff retraining and consent workflow audit** *Why it matters:* New hires need training. Existing staff need refreshers. Consent workflows drift over time — an annual check catches gaps before they become violations.

Completion

All items completed: [ ] Yes [ ] No

If no, list outstanding items and target completion dates:

_____

_____

_____

Signed: _____

Title: _____

Date: _____

This checklist is provided for informational purposes and does not constitute legal advice. Consult your practice's legal counsel and compliance officer to ensure all applicable federal, state, and local requirements are met.

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