

Responsible AI Use Checklist

A practical starting point for approved administrative AI use with human accountability.

IMPORTANT	Do not record patient names, symptoms, diagnoses, medical records, passwords, or protected health information in this worksheet.
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Governance

CHECK	NOTES / DECISION
☐ Purpose and owner	Define the approved workflow and accountable business owner.
☐ Approved users	List roles permitted to use the system.
☐ Approved provider	Document the provider, contract, settings, and retention choices.
☐ Data boundary	Define information that must never be entered.
☐ Review schedule	Set a date to review the policy, tools, and incidents.

Human oversight

CHECK	NOTES / DECISION
☐ Output review	Name the authorized reviewer for each output type.
☐ Accuracy checks	Define evidence, completeness, bias, and currency checks.
☐ Escalation	Define when AI use stops and professional judgment takes over.
☐ External communication	Require approval before customer-facing publication or sending.
☐ Incident process	Record errors, unintended disclosure, unsafe output, and corrective action.

Human review checkpoint

Name the person responsible for approving the workflow, reviewing exceptions, and deciding when professional, legal, privacy, security, or clinical escalation is required.

This resource provides general administrative guidance. It is not medical, legal, privacy, cybersecurity, financial, or regulatory advice.