

Soulful Sage Counseling, LLC

Consent for Use of Artificial Intelligence (AI) Tools in Your Therapy Services

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Introduction

At Soulful Sage Counseling, LLC, I am committed to providing you with the best possible treatment. To help me manage my practice efficiently and enhance my services, I use technology, including certain artificial intelligence (AI) tools. This document explains how I use these tools and asks for your consent to use them as part of your treatment. Your privacy, confidentiality, and the quality of your treatment remain my highest priorities.

How I Use AI Tools

AI tools are used strictly for administrative and supplementary support tasks under the direct supervision of your therapist. These tools do not provide therapy, make independent clinical decisions, or interact with you directly. The specific purposes for which I may use AI now and in the future include:

- Assisting your therapist in drafting and organizing session notes;
- Managing appointment scheduling and/or sending reminders;
- Processing billing and insurance claims;
- Analyzing data to identify therapy trends and track progress, which is always reviewed by your therapist;
- Analyzing business information and generating reports or trends to help me manage my business; or
- Helping to identify and organize external resources or referrals for your use.

How I DO NOT Use AI Tools

To be clear, I do not use AI to:

- Make independent therapeutic decisions or diagnoses;
- Communicate with you directly to provide therapeutic advice;
- Generate treatment recommendations without the direct review, approval, and input of your licensed therapist; or
- Detect or interpret your emotions or mental state.

Consent for Session Transcription (If Applicable)

To help create accurate and detailed session notes, I use an AI tool called Note Taker that transcribes our sessions and then prepares a draft progress note. Note Taker is a feature in the Electronic Health Record and practice management platform that I use from SimplePractice.

Please check one of the following:

- ☐ I consent to the use of an AI transcription tool to record and transcribe my therapy sessions for the purpose of assisting my therapist with note-taking.
- ☐ I do not consent to the use of an AI transcription tool to record or transcribe my therapy sessions. I understand this will not affect the quality of my care.

Your Rights and Confidentiality

Confidentiality

All information, including any data processed by an AI tool, is treated as part of your confidential health record and is protected by the same privacy and security standards as all other aspects of your care, including HIPAA.

- SimplePractice and its Note Taker tool are HIPAA-compliant and HITRUST certified.
- All audio recordings of therapy sessions through Note Taker are immediately deleted as soon as a transcript is created, generally within minutes of a session ending.
- Transcripts created through Note Taker are only retained for the shorter of 7 days or until the progress note is signed and locked by your therapist. After that, they are permanently deleted.
- During the time that transcripts are available in Note Taker, they always remain confidential and secure, and are only available for your therapist's use to verify the accuracy of the progress note. They are not used for any other purpose.

Right to Revoke Consent: Your consent is voluntary. You have the right to withdraw this consent at any time by notifying your therapist in writing. Revoking your consent will not affect your ability to receive therapy services.

Client Acknowledgment and Consent

By signing below, I confirm that:

1. I have read and understood this form.
2. I have had the opportunity to ask questions about the use of AI tools in my treatment.
3. I voluntarily agree to the use of AI tools for the purposes described above.

Client Name (Printed)

Client Signature

Date