

4-WEEK IMPLEMENTATION CHECKLIST

Your Week-by-Week Guide to Integrating AI Discussion Into Clinical Practice

WEEK 1: START ASKING

Goal: Build the habit of asking every patient about AI use

Preparation Tasks:

- Memorize opening question: "Before we start, I'm curious—did you look this up online or ask any AI about it?"
- Brief your MA/nursing staff on asking during intake
- Add AI question to intake workflow/checklist
- Create EHR smart phrases (.AIOK, .AICORRECT, .AIDELAY, .AINONE)

Daily Practice:

- Ask EVERY patient about AI use (no exceptions this week)
- Keep tally: how many patients say yes vs. no
- Notice what feels awkward; adjust language to your style

Week 1 Success Metrics:

- Asked 100% of patients about AI use
- MA/staff asking during intake
- Question feels natural by end of week

WEEK 2: START ENGAGING

Goal: Actually engage with patient's AI research

Daily Practice:

- When patients say yes to AI use, ask to see what AI told them
- ACTUALLY READ IT—don't just perform reading it
- Respond with: "Let me see what this says..." (engagement)
- Note which AI tools patients are using most

Practice These Phrases:

- "Interesting—what about this worried you most?"
- "What didn't AI address that you're still wondering about?"
- "What do YOU think is going on?"

Week 2 Success Metrics:

- Viewed AI output with at least 5 patients
- Asked follow-up questions about AI concerns
- Patients responding positively to engagement

WEEK 3: START INTEGRATING

Goal: Validate or correct AI assessments; document consistently

Daily Practice:

- Use validation scripts: "ChatGPT got this right. Here's what my exam confirms..."
- Use correction scripts: "AI missed something. Here's what I'm finding..."
- Narrate exam findings: make your sensing visible to patients
- Document AI involvement in EVERY relevant encounter

Setup Tasks:

- Print patient handouts for waiting room
- Create tracking spreadsheet for AI metrics
- Begin categorizing: AI right / partially right / wrong

Week 3 Success Metrics:

- Using smart phrases for documentation
- Integration language feels natural
- Started tracking basic metrics

WEEK 4: START REFINING

Goal: Establish sustainable routine; review and adjust based on patterns

Review Tasks:

- Review month's metrics: % AI use, accuracy rate, delays
- Identify patterns: common AI errors in your patient population
- Adjust language/workflow based on what's working
- Get staff feedback on intake process

Expansion Tasks:

- Share workflows with colleagues
- Propose practice-wide adoption if working well
- Develop specialty-specific scenarios for common presentations
- Consider adding AI question to intake forms

Week 4 Success Metrics:

- AI integration feels automatic—not something you remember to do
- Documentation is consistent
- Staff comfortable with their role
- Ready for monthly routine going forward

ONGOING: MONTHLY MAINTENANCE**Monthly Review (15 minutes):**

- Review AI use percentage (expect 15-25%)
- Review AI accuracy breakdown (right / partial / wrong)
- Count AI-influenced delays (your harm metric)
- Identify any new AI tools patients are using
- Adjust workflows based on patterns

Quarterly Review (30 minutes):

- Audit documentation compliance
- Staff refresher training if needed
- Update handouts if AI landscape has changed
- Review any AI-related patient complaints or issues

YOU'VE SUCCEEDED WHEN...

- Asking about AI feels as natural as asking about allergies
- Documentation happens automatically through smart phrases
- Patients volunteer their AI research without being asked
- Staff asks and documents consistently
- You can't imagine practicing any other way