

FREE CHECKLIST

Before You Paste Into AI

A practical pre-use checklist for Australian allied health professionals before using ChatGPT, Claude, Copilot, Gemini, AI scribes, transcription tools, or other AI systems.

Use this when you are about to paste, upload, dictate, or transcribe information into an AI tool. The aim is to slow the moment down: what information is involved, what task are you asking AI to perform, what does the tool do with the data, and who remains accountable for the output?

If you are unsure, do not paste it. Use a fictional example, remove more detail, ask for a generic structure, or get local approval before using the tool.

1. Identify the information

Before using an AI tool, work out whether the prompt includes client, staff, business, or other sensitive information.

- ☐ Have I removed names, dates of birth, addresses, phone numbers, email addresses, Medicare numbers, NDIS numbers, record numbers, appointment details, photos, and document metadata?
- ☐ Could the person still be identified from rare conditions, locations, dates, workplaces, family details, or a combination of small clues?
- ☐ Does this include staff issues, complaints, contracts, finances, referrals, or other confidential business information?

2. Check the task

The risk changes depending on what you are asking AI to do.

- ☐ Am I asking AI to diagnose, triage, assess risk, choose treatment, interpret clinical findings, or make a decision that should remain with a qualified professional?
- ☐ Is the task lower risk, such as drafting generic education material, rewriting non-sensitive text, creating a meeting agenda, or summarising public information?
- ☐ Could I get the same benefit by using a fictional, generalised, or de-identified example?

3. Understand the tool

Do not assume every AI tool handles data in the same way.

- ☐ Do I know whether the tool stores prompts, trains on inputs, keeps conversation history, or allows organisation-level data controls?
- ☐ Is this a personal account, free account, business account, health-specific tool, or workplace-approved system?
- ☐ Have I checked whether the tool's privacy settings and terms fit the type of information being used?

4. Confirm policy, consent, and accountability

AI use should be visible, reviewable, and aligned with professional obligations.

- ☐ Have I checked workplace policy, client consent expectations, privacy requirements, and professional obligations?
- ☐ Would I be comfortable explaining this use to the client, my manager, my insurer, or a regulator?
- ☐ Is a qualified person reviewing the output before it is used in clinical, educational, business, or public-facing decisions?

Quick decision guide

Low-risk starting points: generic education drafts, fictional teaching cases, non-sensitive meeting agendas, plain-English rewrites, public research summaries, and internal planning documents.

Higher-risk workflows: identifiable client information, AI scribing, clinical documentation, diagnostic reasoning, risk assessment, treatment recommendations, staff matters, complaints, contracts, and confidential business information.

Before a team rolls out AI

- ☐ Name the approved tools and account types.
- ☐ Define what staff must not enter into AI tools.
- ☐ Decide what tasks need manager or clinical lead approval.
- ☐ Document who reviews AI-assisted output before use.
- ☐ Set a review date for the policy because AI tools and expectations change quickly.

Source note

This checklist is a practical educational resource, not legal, privacy, regulatory, or clinical advice. It is informed by Ahpra guidance on meeting professional obligations when using AI in healthcare and OAIC guidance on the Australian Privacy Principles and privacy considerations for AI.

Useful starting points: [ahpra.gov.au/Resources/Artificial-Intelligence-in-healthcare.aspx](https://www.ahpra.gov.au/Resources/Artificial-Intelligence-in-healthcare.aspx) and [oaic.gov.au/privacy/australian-privacy-principles](https://www.oaic.gov.au/privacy/australian-privacy-principles)

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