AI HACKS FOR PRIVATE PRACTICE

Work Smart, Not Harder!

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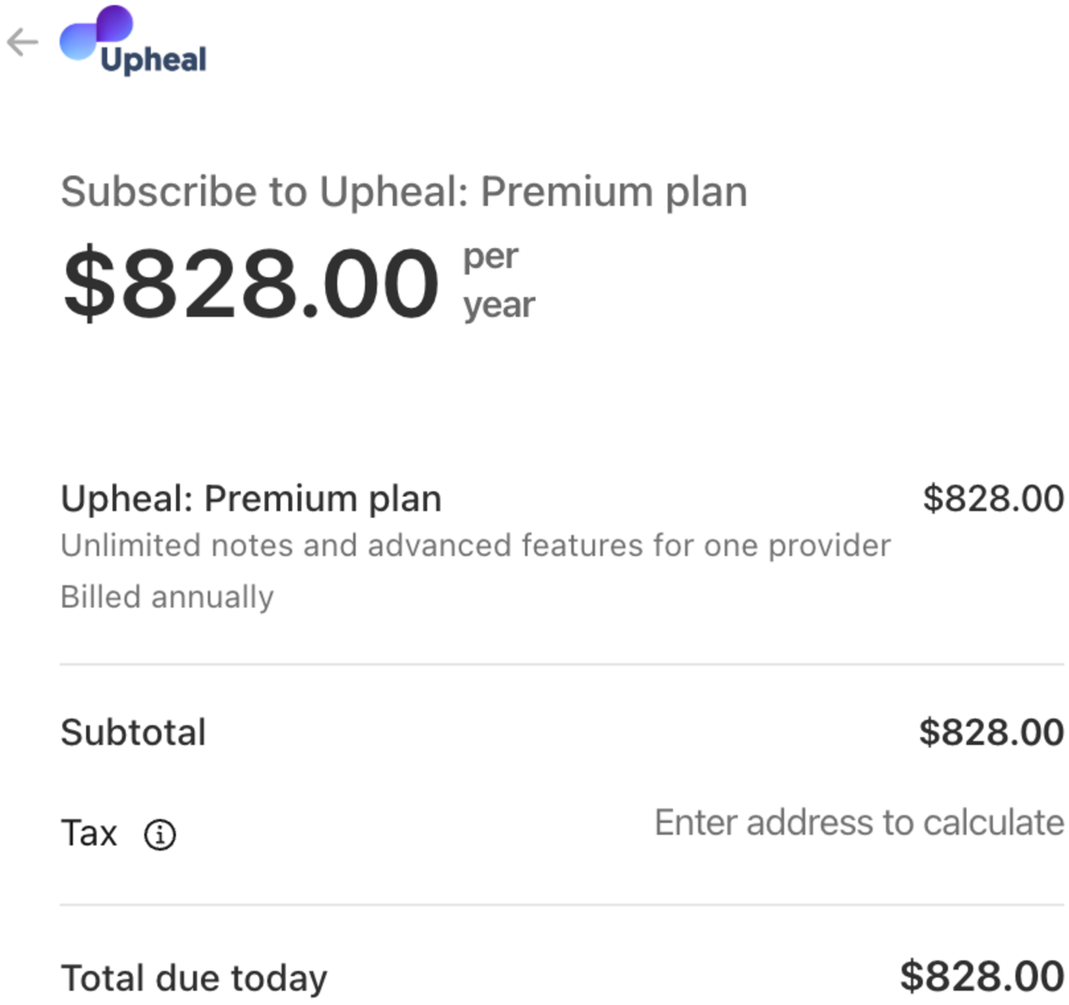
Upheal

2 WINNERS



INTAKE

www.menti.com

CODE

4192 9404

American Counseling Association (ACA)

National Board for Certified Counselors (NBCC)

American Association of State Counseling Boards (AASCB)

VIRGINIA BOARD OF COUNSELING

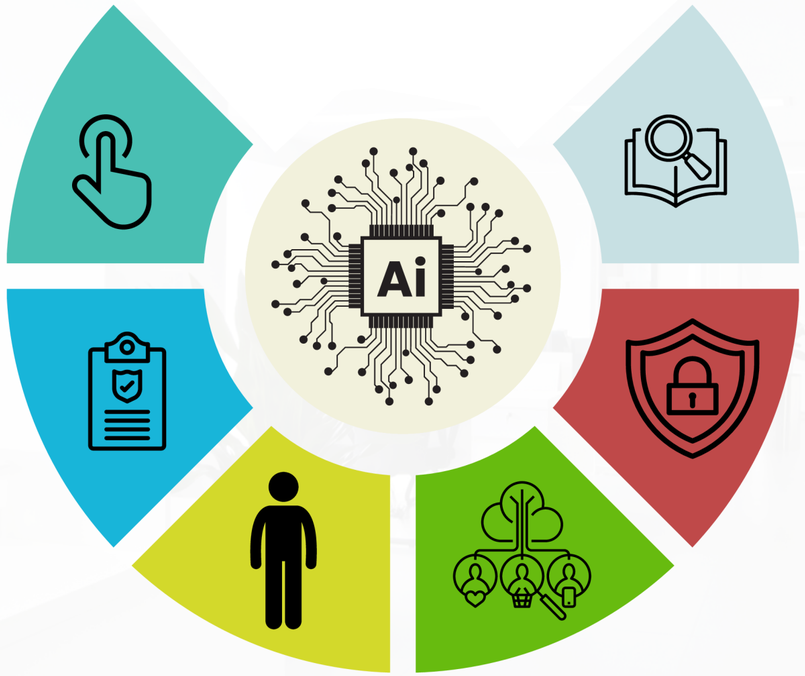
UPDATED FROM AASCB/ ACA/ NBCC, 2024

You Have Total Accountability

You, the counselor, are always responsible for all clinical decisions and client outcomes, not the AI.

Informed Consent

You must disclose to clients if and when AI is being used. Your consent forms must explain the purpose, limitations , potential risks and benefits , and clients must have the right to opt-out.



Competence

Before using an AI tool, you must have a "foundational knowledge" of how it works, its capabilities, and its limitations.

Confidentiality and Privacy

ou are responsible for protecting client privacy. This means ensuring any AI tool you use has safeguards , encrypts data , and meets all legal security standards like HIPAA.

Human Oversight

AI must not be used as a replacement for your professional judgment. You must maintain human oversight and review any AI recommendations or treatment plans before applying them.

Awareness of Bias

You must consider multicultural issues and be careful to ensure the AI tool is not biased in a way that compromises the competent delivery of services

KEY ACTIONS FOR YOUR PRACTICE

Review Your Vendors

Identify every piece of software you use (EHR, note-takers, billing). If they use AI, you must have a BAA from them.

Update Your Informed Consent

Add a section on technology and AI.

Regularly Update Your Policies Regarding AI Usage

Staff training

You Are in Charge

The AI functions like a thoughtful supervisee. AI brings drafts and ideas. You provide the clinical judgment, direction, and final approval. You're always the one ethically and clinically responsible.

Get Competent

Take training on the specific AI tools you use. You must be able to explain their limitations to a client.

Stay Informed

WHAT IS BAA?

- **Business Associate Agreement.**

It is a legal contract required by the Health Insurance Portability and Accountability Act (HIPAA) between:

You

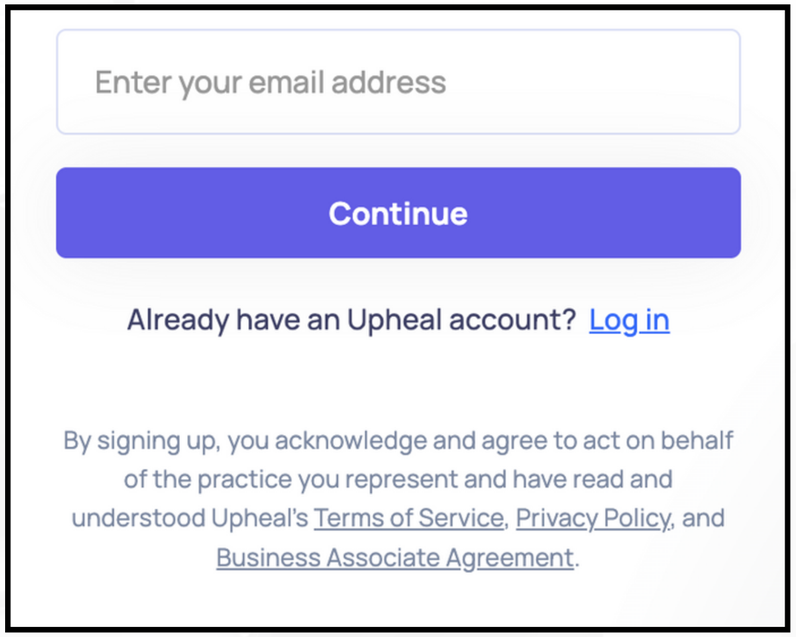
the “**Covered Entity**” (a counselor, therapist, clinic, etc.),

The Service Provider

the “**Business Associate**” (any company that creates, receives, stores, or transmits your clients’ Protected Health Information — PHI)

DO I NEED TO SIGN BAA?

- You must have a signed BAA with them before using their services for client data.



THE HIPAA PRIVACY RULE

- If a BAA hasn’t been signed, using a service with PHI in a US healthcare practice would not be considered HIPAA-compliant.

INFORM CONSENT

- **Clear Disclosure of AI Use**

  You must disclose if and when AI will be used in their care (NBCC, 2024). This includes identifying all third-party services that use AI (AASCB, 2024).

- **Purpose and Limitations**

  You must explain what the AI is used for and what its limitations are (NBCC, 2024). It's important to make it clear that AI is a tool to assist and "is not perfect," and that "Human oversight is always involved"

- **Potential Risks and Benefits**

  You must inform the client of the potential benefits (e.g., personalized support, efficiency) and the potential risks (AASCB, 2024), such as privacy concerns or tool inaccuracies (AASCB, 2024).

INFORM CONSENT

- **The Client's Right to Opt-Out**

  You must disclose if and when AI will be used in their car (NBCC, 2024). This includes identifying all third-party services that use AI (AASCB, 2024).

- **Data Handling and Privacy**

  You should be transparent about your "data access and sharing and retention policies" (NBCC, 2024). This includes explaining how data is collected, securely stored (in a HIPAA-compliant manner), who has access, and how it is deleted (AASCB, 2024).

- **Opportunity for Questions**

  The consent process must include an opportunity for clients to "ask any questions" (AASCB, 2024) and for you to "Discuss and address any client concerns" about AI and data usage (NBCC, 2024).

HOW TO CHOOSE AND USE AN AI PLATFORM

SOC 2 COMPLIANCE

- SOC 2 is an auditing standard for technology companies that proves they can be trusted to securely manage your data.

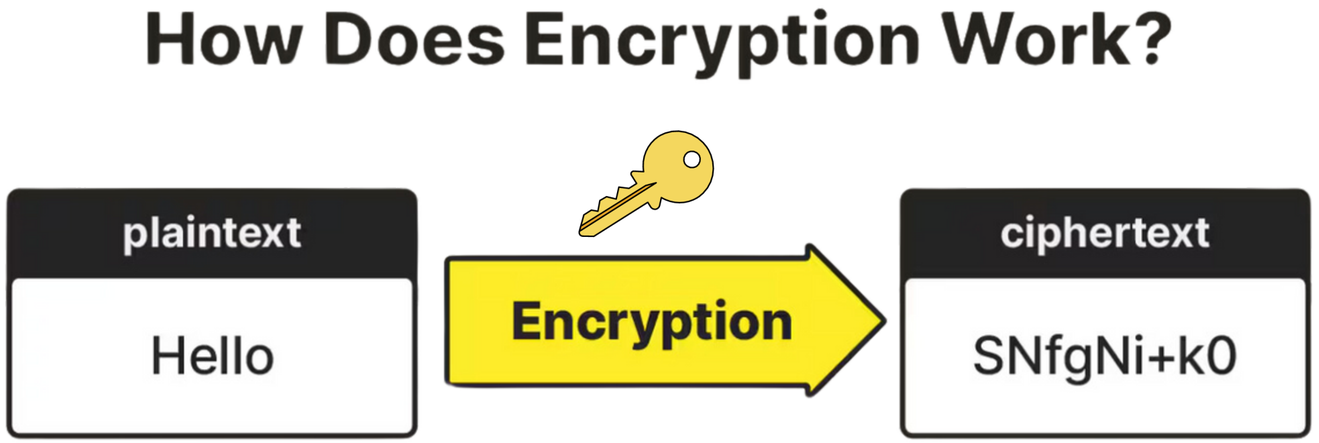
HIPAA Compliance

ISO27001

- An external, accredited auditor has confirmed that the company has successfully built and is operating an Information Security Management System (ISMS) that meets this strict international standard.

DATA ENCRYPTION

- Encryption is a cybersecurity measure that scrambles plain text so it can only be read by the user who has the secret code, or decryption key (Stouffer, 2023).



FIBS 140-2

ADVANCED ENCRYPTION STANDARD (AES)

AES uses both symmetric encryption and a substitution permutation network (SPN) algorithm to apply multiple rounds of encryption. These encryption rounds aid in security, since there are simply too many rounds for a cybercriminal to break through. Cracking a 128-bit AES key can take up to 36 quadrillion years (Stouffer, 2023).

DATA DECRYPTION

QEB TFKKBO

KEY SHIFT FORWARD BY 3

ANSWER

Word 1: "qeb"

q + 3 = t

(q → r → s → t)

e + 3 = h

(e → f → g → h)

b + 3 = e

(b → c → d → e)

THE

Word 2: "tfkkbo"

t + 3 = w

(t → u → v → w)

f + 3 = i

(f → g → h → i)

k + 3 = n

(k → l → m → n)

k + 3 = n

(k → l → m → n)

b + 3 = e

(b → c → d → e)

o + 3 = r

(o → p → q → r)

WINNER

HOW TO CHOOSE AN AI PLATFORM

How They Work

Most platforms get information by 1.) listening live in a telehealth session
2.) uploading a recording
3.) dictating a summary

Pros

The main benefit is reducing the mental effort and barrier to starting documentation, not necessarily saving a massive amount of time. AI is also good at summarizing.

Data Management

If you use a separate AI tool, you must have a clear process to copy the note to your EHR and then delete it from the AI platform. This prevents having two different versions of a client's record.

Cons

Summaries can be overly long, the technology is new and platforms could be sold or shut down, and there is a learning curve to "train" the AI to write notes the way you want.

DEMONSTRATION

AI NOTE TAKING

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DEMONSTRATION

STORYBOOK

CHATGPT

ChatGPT is not HIPAA compliant

OpenAI does not sign Business Associate Agreements (BAA) with HIPAA-covered entities.
Any use involving ePHI requires a HIPAA-compliant generative AI tool with a signed BAA.

What should ChatGPT be used for?

Counselors can safely use ChatGPT for creating generic interventions, building group materials, supporting professional development, drafting administrative documents, generating fictional training cases, creating templates, and asking general ethical or clinical questions such ask bout ACA ethics, cultural considerations

AI TOOLS YOU NEED TO KNOW

Create by Rene Remsik @aitrendz.xyz

AI Presentation
- Beautiful.AI
- Gamma
- Pitch
- Plus
- PopAI
- Presentation.Ai
- Slidesgo
- Tome

AI Chatbots
- ChatGPT
- Claude
- DeepSeek
- Gemini
- Grok
- Meta AI
- MS Copilot
- Perplexity

AI Email Assistance
- Clippit.Ai
- Friday
- Mailmaestro
- Shortwave
- Superhuman

AI Coding Assistance
- Askcodi
- Codiga
- Cursor
- GitHub Copilot
- Qodo
- Replit
- Tabnine

AI Apreadsheet
- Bricks
- Formula Bot
- Gigasheet
- Rows AI
- SheetAI

AI Image Generation
- Adobe
- DALL-E
- FLUX.1
- Ideogram
- Midjourney
- Recraft
- Stable Diffusion

AI Workflow Automation
- Integrately
- Make
- Monday.com
- n8n
- Wrike
- Zapier

AI Meeting Notes
- Avoma
- Equal Time
- Fathom
- Fellow.app
- Fireflies
- Krisp
- Otter

AI Scheduling
- Calendly
- Clockwise
- Motion
- Reclaim AI
- Taskade
- Trevor AI

AI Graphic Design
- AutoDraw
- Canva
- Design.com
- Framer
- Microsoft Designer
- Uizard

AI Writing Generation
- Copy.ai
- Grammerly
- Jasper
- JotBot
- Quarkle
- Quillbot
- Rytr
- Sudowrite
- Writesonic

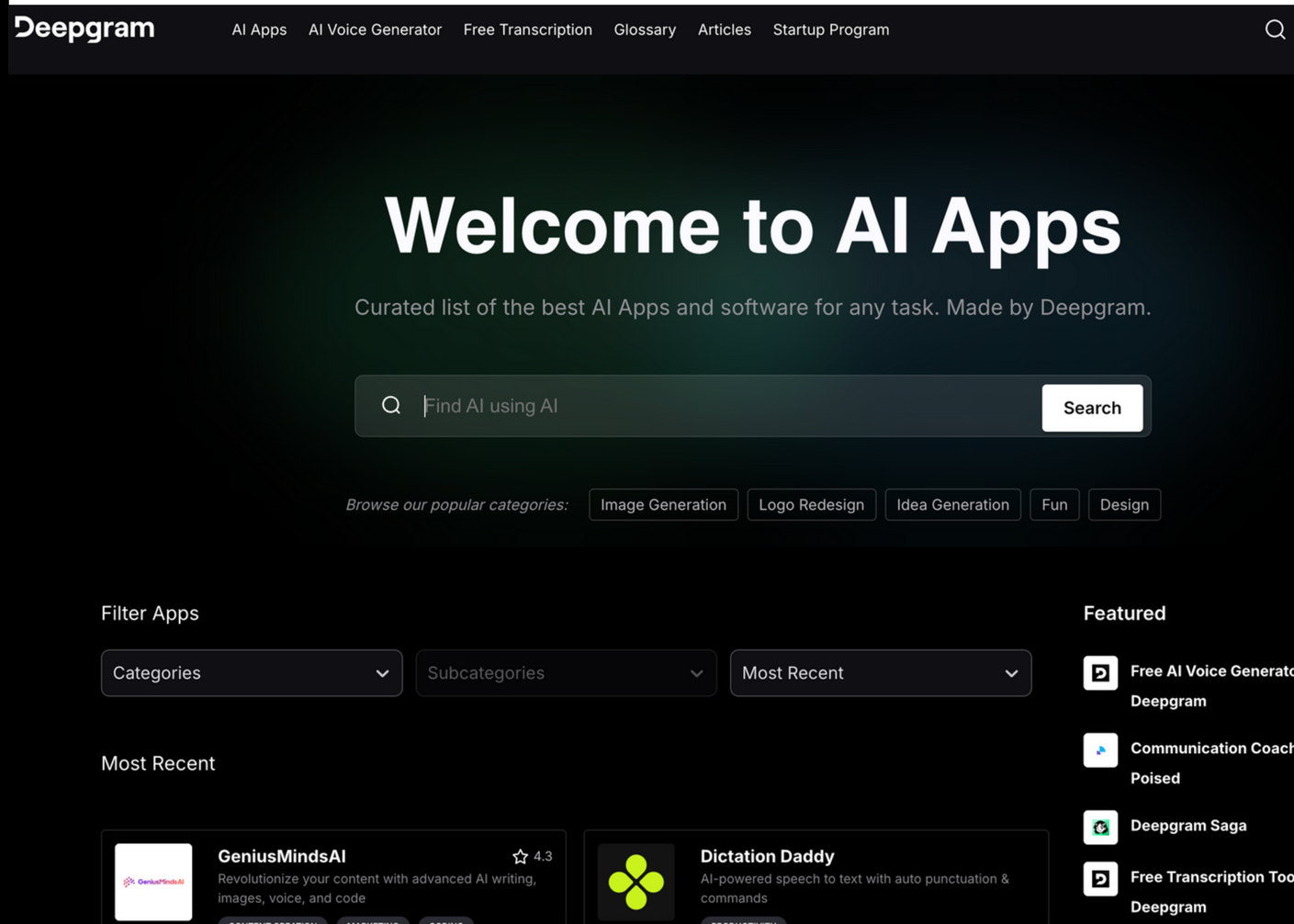
AI Video Generation
- Descript
- Haiper AI
- Invideo AI
- Kling
- Krea AI
- LTX Studio
- Luma AI
- Pika AI
- Runway
- Sora

AI Knowledge Management
- Mem
- Notion
- Tettra

AI Data Visualization
- Deckpilot
- Flourish
- Julius
- Visme
- Zing Data

USE AI TO FIND AI

www.deepgram.com/ai-apps



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