



Consent for Use of Simple Practice AI

This form supplements the practice's general informed consent and Notice of Privacy Practices.

Purpose and How the Tool Works

Vera Counseling Collective, PLLC may use the SimplePractice AI Note Taker to assist your clinician with clinical documentation. When the tool is activated during a counseling session, it may capture and process spoken information from the session and use that information to create a transcript, summary, or initial draft of a clinical note. Your clinician will tell you when the AI Note Taker is being used. The tool will not be used during your sessions unless you have consented to its use.

Role of the Clinician

The AI Note Taker does not provide counseling, independently diagnose you, determine your treatment plan, assess your safety, or make treatment decisions. AI-generated material may contain mistakes, omit important details, misunderstand statements, or attribute information incorrectly. Your clinician will review, correct, edit, and approve the final clinical note and remain responsible for your care, clinical decisions, and documentation.

Information That May Be Processed

Because the tool processes information discussed during counseling, it may receive sensitive personal and health information, including symptoms, diagnoses, treatment goals, relationships, trauma history, medications, safety concerns, and other subjects discussed in session. Clients are encouraged to ask questions about the tool before agreeing to its use.

Clinical Record

The clinician-approved progress note becomes part of your clinical record. An AI-generated transcript, summary, or draft is not automatically accepted as accurate and is not the final clinical note unless it is reviewed and approved by your clinician. Information may also be documented or retained when required for clinical, legal, ethical, billing, or recordkeeping purposes.

Privacy and Security

The AI Note Taker will be accessed through the practice's authorized SimplePractice account. The practice will use reasonable safeguards and approved systems consistent with applicable privacy, security, contractual, and professional requirements. However, no electronic system can be guaranteed to be completely free from privacy, security, or technology risks.

Possible Risks and Limitations

- Inaccurate, incomplete, or misleading transcripts, summaries, or draft notes.
- The tool misunderstanding the speaker, clinical context, tone, or meaning of a statement.
- Technology failures, interruptions, or loss of access to the feature.
- Unauthorized access, security incidents, or information being processed differently than expected.
- The possibility that information discussed in the session may appear in generated documentation and require correction or removal by the clinician.

Audio, Transcripts, and Retention

The tool may temporarily capture or process session audio to prepare documentation. Depending on SimplePractice's current feature settings and policies, audio, transcripts, summaries, or draft materials may be temporarily stored or retained within the SimplePractice system. The practice does not intentionally keep a separate personal recording of sessions outside its authorized systems. You may ask your clinician for the current available information about how these materials are handled and retained.

Only the final clinician-approved note is intended to serve as the routine clinical documentation of the session.

Voluntary Participation and Withdrawal

Your decision is voluntary. You may decline the AI Note Taker without losing access to counseling services or being treated differently. If you decline, your clinician will document the session without using the AI Note Taker.

You may withdraw your consent verbally or in writing at any time. Withdrawal applies to future use of the tool and does not require deletion of a completed clinical note or other information that the practice is legally or professionally required to maintain. Your clinician may also choose not to use the tool during a session because of the nature of the discussion, technology concerns, privacy concerns, or clinical judgment.

Client Decision

Declining the AI Note Taker will not reduce your access to treatment or the quality of care you receive.

Please select one:

- ☐ I consent to the use of the SimplePractice AI Note Taker during my counseling sessions as described in this form.
- ☐ I do not consent to the use of the SimplePractice AI Note Taker during my counseling sessions.

By signing below, I acknowledge that I have read or had this form explained to me, had an opportunity to ask questions, understand the purpose, risks, limitations, and voluntary nature of the AI Note Taker, and understand that I may withdraw consent for future use at any time.

Client name: _____

Date of birth: _____

Client signature: _____

Date: _____

