mindhealth

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AI Scribe Consent

Consent to AI-Assisted Clinical Documentation

Your psychologist would like to use an AI scribe to help write your session notes. This form explains what that means and asks for your decision.

1. WHO THIS COVERS

CLIENT NAME

DATE OF BIRTH

PSYCHOLOGIST

DATE

Everyone in the session signs at Section 6. In NSW, recording a private conversation without every party's consent is an offence.

2. THE TOOL WE ARE USING

Your psychologist will tick the one they use with you.

Tool	In use	Audio kept	Transcript kept	Records in Australia	AI processing in Australia	Trains AI
Heidi	☐	No	Practice sets	Yes	Yes	No
NovoNote	☐	No	Practice sets	Yes	Not disclosed	No
BizzyAI	☐	No	Yes	Yes	Yes	No
Other	☐					

Heidi (Heidi Health Pty Ltd) · NovoNote (NovoPsych Pty Ltd) · BizzyAI (Zanda Health). From each provider's published material or their written answers to us, current at this form's version date. "Not disclosed" means the provider confirms your records are held in Australia but has not said in writing where the AI processing happens.

IF 'OTHER', NAME OF TOOL AND PROVIDER

3. WHAT HAPPENS IN A SESSION

- The software listens and writes a summary, not a word-for-word transcript.
- Your psychologist checks and corrects it. The final note is their work.
- AI can make mistakes, including recording something that was not said. Every note is checked.
- The note goes in your clinical record, kept for at least seven years (until age 25 for a child). You may read it and ask for corrections.

4. WHAT WE GUARANTEE

These apply to every tool we approve, so you are consenting to the standard, not to one product.

- Audio is not kept once the note is written.
- Your information is not used to train AI models.
- Your records are held in Australia.
- Your psychologist reads and corrects every note.
- You can decline, pause, or withdraw at any time.

5. YOUR CHOICE

- **Saying no will not affect your care.** Your psychologist will take notes the usual way.
- You can change your mind at any time, including part-way through a session. Notes already written stay in your record.
- Your psychologist will check with you before switching the tool on each session.
- **If we change tools** to another that meets Section 4, we will tell you and note it in your file. You will not need to sign again.

We will ask you again before using any tool that does not meet Section 4, in particular if your information would be processed outside Australia, kept longer, or used to train AI. For overseas processing, Mind Health Associates is not accountable under the Privacy Act 1988 for that provider's handling of your information, and you may have no redress under that Act.

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6. YOUR DECISION

☐ I have read and understood this form, I have had the chance to ask questions, and **I consent to an AI scribe being used for my session notes.** I understand I may decline or withdraw at any time without it affecting my care.

Client

PRINTED NAME	SIGNATURE	DATE

Parent, guardian or substitute decision-maker (if applicable)

PRINTED NAME	SIGNATURE	DATE

Other person present, with name and role

PRINTED NAME	SIGNATURE	DATE

7. QUESTIONS OR CONCERNS

Practice Manager, 1300 084 200 or info@mindhealth.com.au. Your information is handled under the Privacy Act 1988 (Cth), the NSW Health Records and Information Privacy Act 2002, and the Psychology Board's Code of conduct for psychologists. You may also contact the OAIC (oaic.gov.au) or the NSW Information and Privacy Commission (ipc.nsw.gov.au).

OFFICE USE: CONSENT RECORD

CONSENT RECORDED IN CLIENT FILE BY	DATE

TOOL IN USE, AND DATE OF ANY CHANGE

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