

Knowledgebase > VSee Clinic for Providers > How to Use the AI SOAP Notes

How to Use the AI SOAP Notes Jay-Ileen (Ai) - 2025-06-09 - VSee Clinic for Providers

This feature streamlines documentation by converting call recordings into structured notes using AI.

Note: This feature requires the Recording feature to be turned ON in your Clinic.

Please reach out to your Account Manager if you'd like to enable the Recording feature in your Clinic.

- 1. Go to the **Notes** tab.
- 2. Click Generate Notes.
- 3. Select Al assist.

Status: In Progress Non-urgent (Minor)			Call 🛃 Add Participants	Stisit Chat Chat
Available Demographics Intake Notes Payment	Visits Problem list	Health Medical History	Allergies Medications Doc	ruments Memo
Notes				
Subjective Chief Complaint Pede History of Present Illness				Cenerate Notes C Template C Previous visits
Past Medical History				
Past Surgeries 2 Edit Past Hospitalization 2 Edit				
Social History				

Open as1.JPG

On the right side of the screen, it will show the recording (recordings) of this patient's visit.

A. You can choose to view the recording first by clicking on the **play** button.

×

Note: If you have the Adhoc recording feature turned ON in your Clinic, you can have multiple recording sessions saved and available for selection.

Please reach out to your Account Manager if you'd like to enable the

Adhoc Recording feature in your Clinic.

Status: Pending Completion (Non-urgent (Minor)) Pending Notes	< Al Assistant
All participants	How may Lassist you?
Mrs Dela Cruz Offline Ase 35 Jan 01 1990 Female	# Visit ID: 100158 Recorded conversations
	Video Visit Type: video Video Visit File: cmodev_1749531697855_6847bc31-b2bc tre99 D 15 min: bab6-4604037d644 iitsi 2025-06-10-05-03-45 mi
Ulicit Micsage	USD 25:00 Start: 06-09-2025 22:03:45 VSre Clinic Extr. 06:00:2025 22:03:45
	Participant: Mrs Dela Cruz, Dr. Sarah Bays
Demographics Intake Notes Payment Visits Problem list Health Medical I	listory Allergies Medications Type: video
Notes	File: cmodev_1749531697855_6847bc31-b2bc-4e9 bab6-46040a7d64e4jitsi_2025-06-10-05-10-48.mp
Subjective	Start: 06-09-2025 22:10:48
Subjective	Start: 06-09-2025 22:10:48 End: 06-09-2025 22:11:24
Subjective Chief Complaint 2 Edit	Start: 06-09-2025 22:10:48 End: 06-09-2025 22:11:24 Participant: Mrs Dela Cruz, Dr. Sarah Bays
Subjective Chief Complaint Breit History of Present Illness	Start: 06-09-2025 22:10:48 End: 06-09-2025 22:11:24 Participant: Mrs Dela Cruz, Dr. Sarah Bays



It will launch the video recording of the selected call recording.



Open as3.JPG

B. You can also click the **download** icon to download the call recording.

C. Click **GenerateTranscript** to allow AI to provide the transcription of the call recording.

Note: It might take a few minutes to load the transcript depending on how long the call recording is.



Note: The AI transcription feature is designed to assist with documentation by converting call recordings into text. However, **accuracy may vary** depending on factors such as audio quality, background noise, speaker accents, and conversational complexity. As a result, some transcribed information **may not fully or accurately reflect** what was said during the call.

Users are encouraged to **review and verify** transcriptions before relying on them. The AI transcription tool is intended to support, but not replace, human judgment in ensuring accurate and reliable documentation.

From here you can click **Generate SOAP Notes** to allow AI to summarize the transcription and include it in the SOAP Notes.



Open as5.JPG

Click on the checkbox of the information you want to include.

×

Note: You can also click the checkbox for All to select all the information at once.

Click **Merge** or **Replace** the existing SOAP Notes you have for that patient's current visit.



Open as7.JPG

You will be routed back to the SOAP Notes field to see the changes made. Then you can Sign & Send the notes to complete and save changes.

×

mographics Intake No	tes Payment Visit	s Problem list Health	Medical History A	llergies Medica	tions Documents M	1emo
					Search:	
Name	A Quanti	ty Dispensings	Directions	Date 🕴 I	Prescriber / Pharmacy	Status
Showing 0 to 0 of 0 entries Preferred Pharmacy 2 Edit		4	No Items			
Showing 0 to 0 of 0 entries Preferred Pharmacy 2 Edit GEMMEL PHARMACY OF 0 Uploaded Files (optional)) DNTARIO, 143 N EUCLID.	NAVE, ONTARIO, CA, 91762, 90	No Items 099861129			
Showing 0 to 0 of 0 entries Preferred Pharmacy (2 coli GEMMEL PHARMACY OF Uploaded Files (optional)) DNTARIO , 143 N EUCLID .	NVE, ONTARIO, CA, 91762, 90	No Items 099861129			
Showing 0 to 0 of 0 entries Preferred Pharmacy (g Edi GEMMEL PHARMACY OF Uploaded Files (optional)) INTARIO, 143 N EUCLID.	NAVE, ONTARIO, CA, 91762, 90 Drag and	No Items 099861129 d Drop files here			

Note: Please reach out to your Account Manager if you'd like to enable the AI SOAP Notes feature in your Clinic.

Need more assistance? Send us an email at <u>help@vsee.com</u> or check out the <u>Help</u> section under the Profile Menu of your VSee Clinic.

Tags		
AI Soap Notes		
virtual scribe		