How to Use the AI SOAP Notes

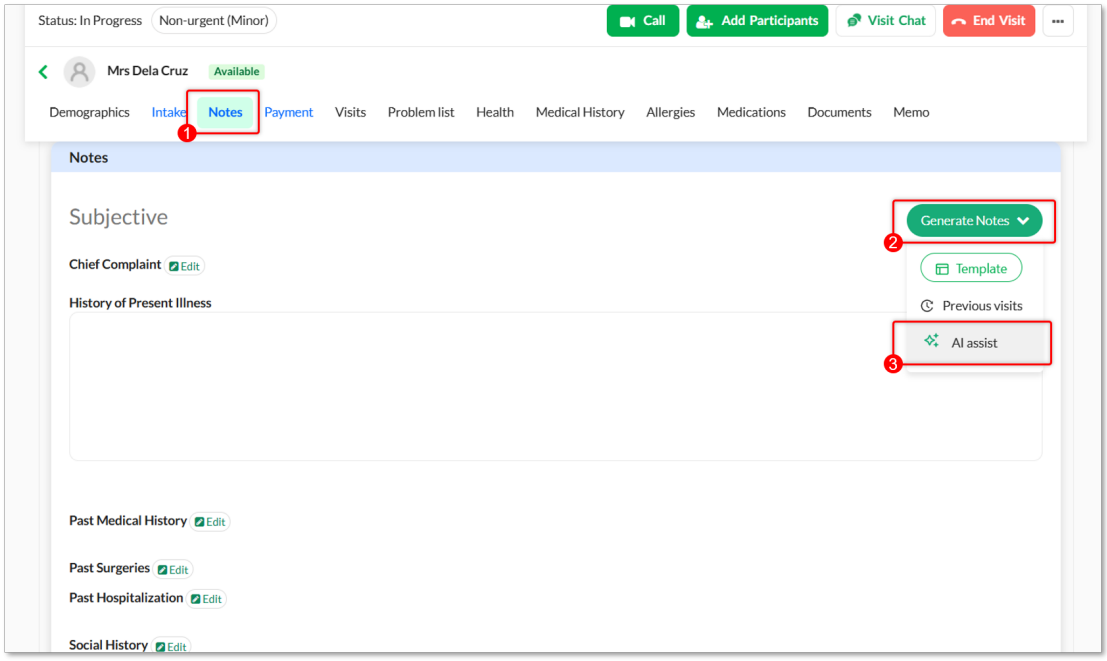
Jay-Ileen (Ai) - 2025-06-10 - VSee Clinic for Providers

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 **AI assist**.



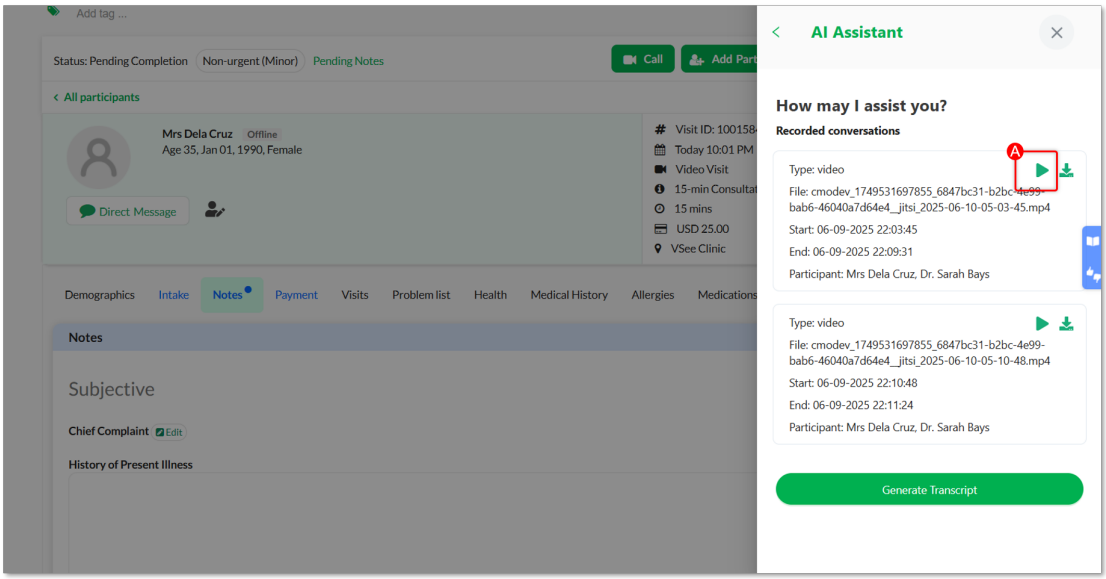
Open as1.JPG

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.

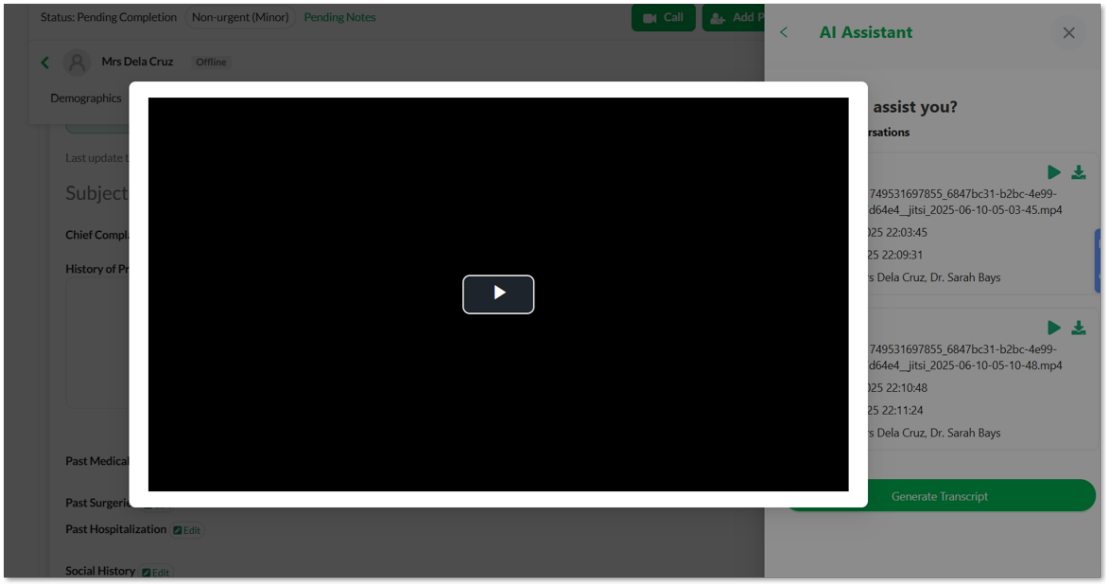
Note: If you have the Adhoc recording feature turned ON in your Clinic, you can have multiple recording sessions saved and available for selection.

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



Open as2.JPG

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

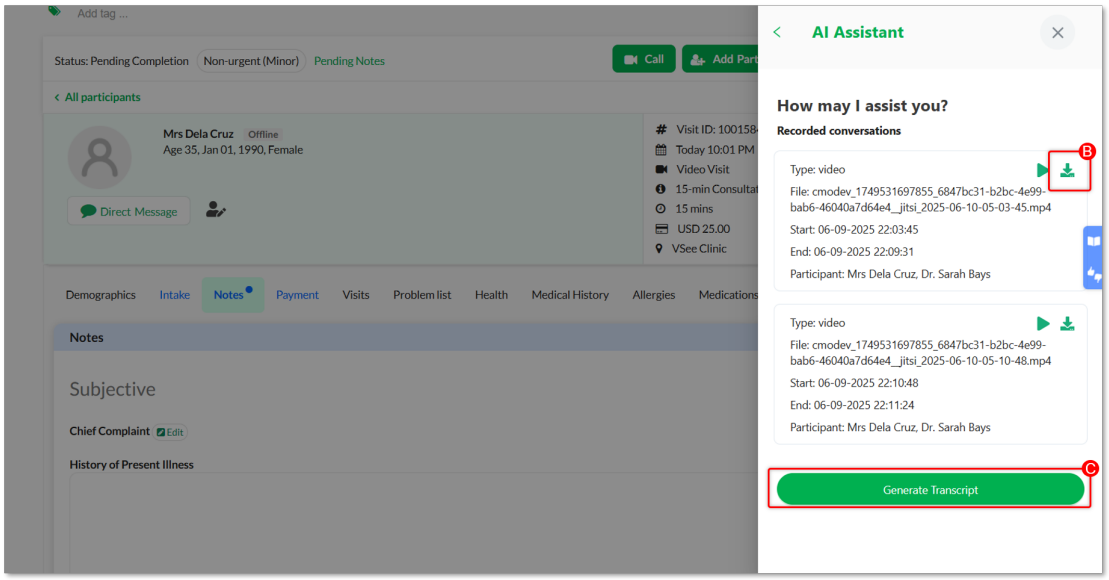

Status: Pending Completion
Non-urgent (Minor)
Pending Notes
Call
Mrs Dela Cruz
Offline
Demographics
Subject
Chief Compl
History of Pr
Past Medica
Past Surgeri
Past Hospitalization
Edit
Social History
Edit
AI Assistant
assist you?
rsations
749531697855_6847bc31-b2bc-4e99-
d64e4_jitsi_2025-06-10-05-03-45.mp4
25 22:03:45
25 22:09:31
s Dela Cruz, Dr. Sarah Bays
749531697855_6847bc31-b2bc-4e99-
d64e4_jitsi_2025-06-10-05-10-48.mp4
25 22:10:48
25 22:11:24
s Dela Cruz, Dr. Sarah Bays
Generate Transcript

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.

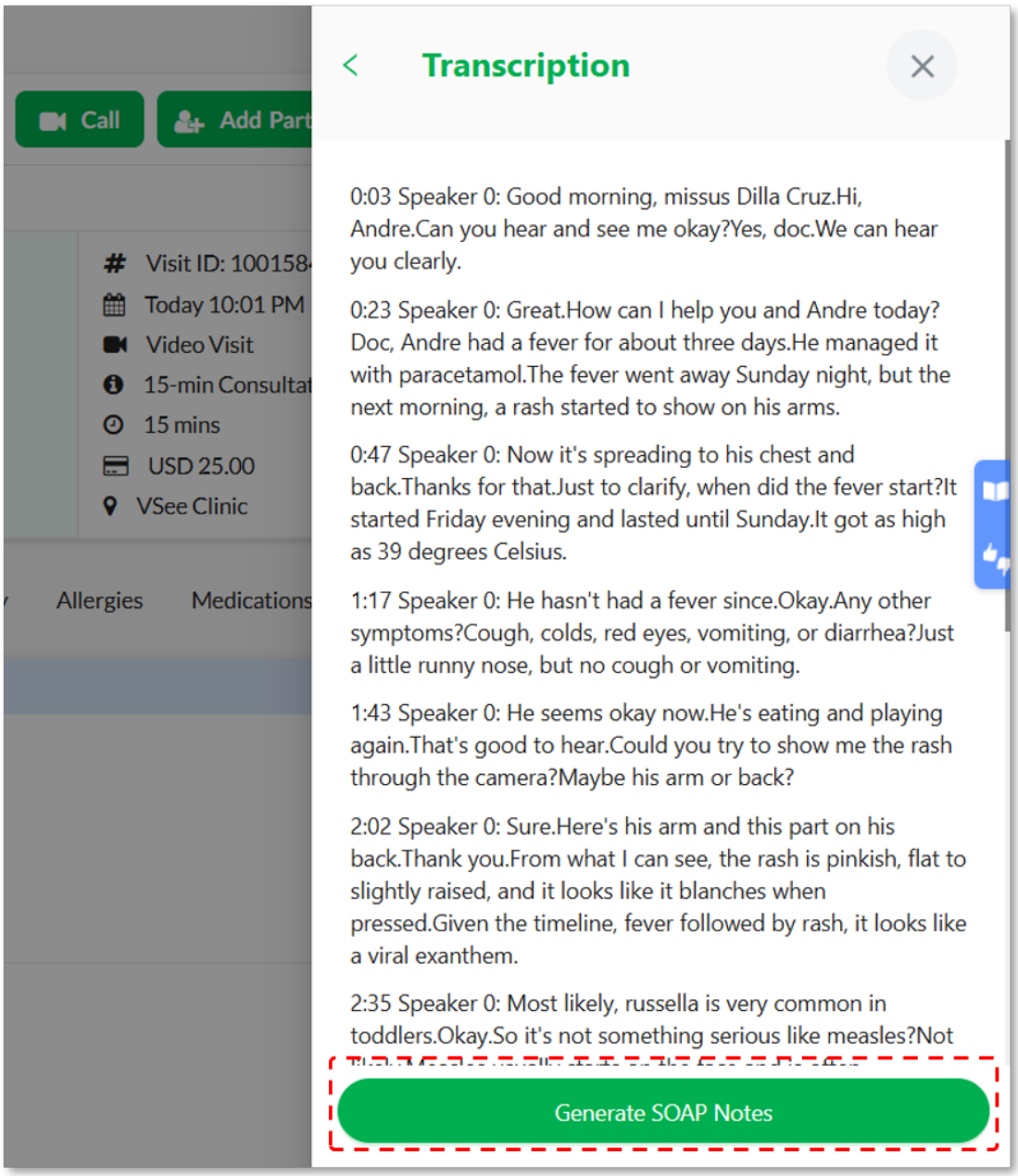
Note: It might take a few minutes to load the transcript depending on how long the call recording is.



*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.


Call
Add Part
Visit ID: 100158
Today 10:01 PM
Video Visit
15-min Consultat
15 mins
USD 25.00
VSee Clinic
Allergies
Medications
Transcription
0:03 Speaker 0: Good morning, missus Dilla Cruz.Hi, Andre.Can you hear and see me okay?Yes, doc.We can hear you clearly.
0:23 Speaker 0: Great.How can I help you and Andre today? Doc, Andre had a fever for about three days.He managed it with paracetamol.The fever went away Sunday night, but the next morning, a rash started to show on his arms.
0:47 Speaker 0: Now it's spreading to his chest and back.Thanks for that.Just to clarify, when did the fever start?It started Friday evening and lasted until Sunday.It got as high as 39 degrees Celsius.
1:17 Speaker 0: He hasn't had a fever since.Okay.Any other symptoms?Cough, colds, red eyes, vomiting, or diarrhea?Just a little runny nose, but no cough or vomiting.
1:43 Speaker 0: He seems okay now.He's eating and playing again.That's good to hear.Could you try to show me the rash through the camera?Maybe his arm or back?
2:02 Speaker 0: Sure.Here's his arm and this part on his back.Thank you.From what I can see, the rash is pinkish, flat to slightly raised, and it looks like it blanches when pressed.Given the timeline, fever followed by rash, it looks like a viral exanthem.
2:35 Speaker 0: Most likely, russella is very common in toddlers.Okay.So it's not something serious like measles?Not
Generate SOAP Notes

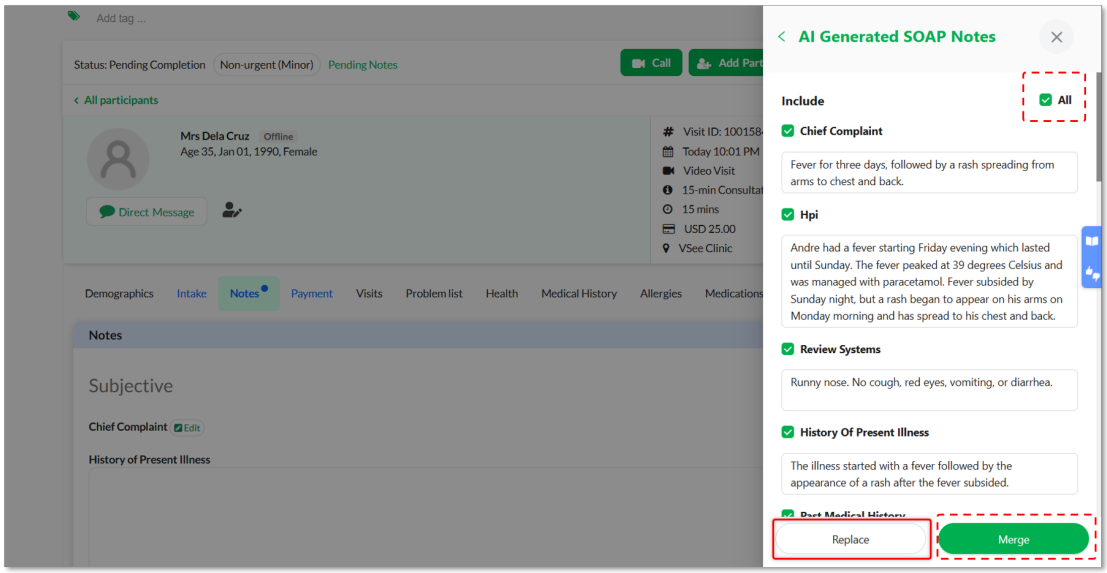
Open as5.JPG



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.

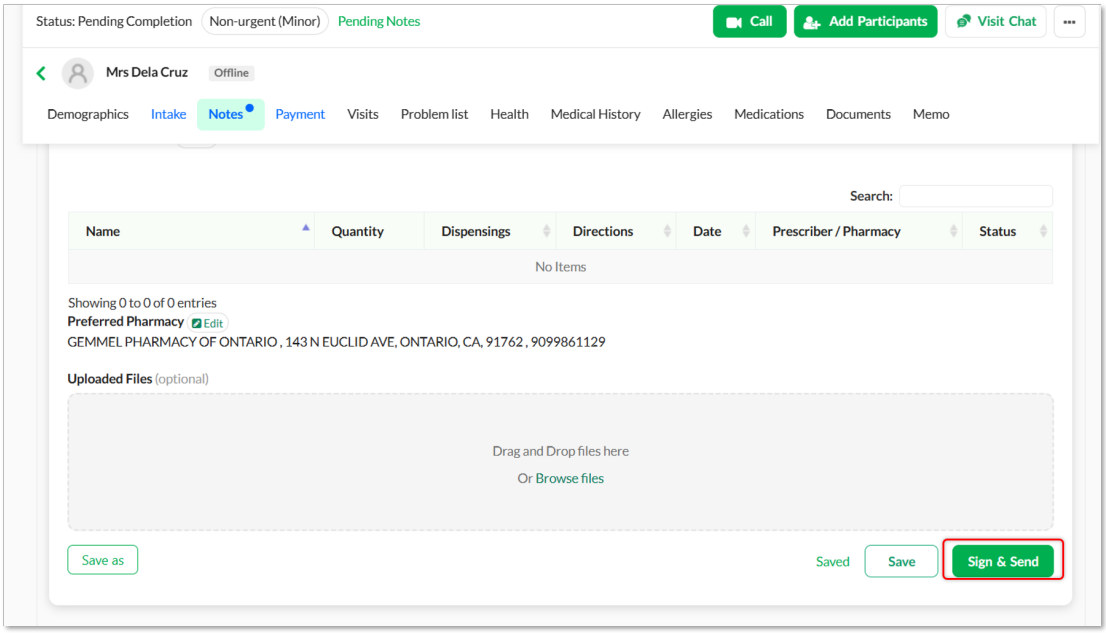

Add tag ...
Status: Pending Completion
Non-urgent (Minor)
Pending Notes
Call
All participants
Mrs Dela Cruz
Offline
Age 35, Jan 01, 1990, Female
Direct Message
Visit ID: 100158
Today 10:01 PM
Video Visit
15-min Consulta
15 mins
USD 25.00
VSee Clinic
Demographics
Intake
Notes
Payment
Visits
Problem list
Health
Medical History
Allergies
Medications
Notes
Subjective
Chief Complaint
Edit
History of Present Illness
AI Generated SOAP Notes
Include
All
Chief Complaint
Fever for three days, followed by a rash spreading from arms to chest and back.
Hpi
Andre had a fever starting Friday evening which lasted until Sunday. The fever peaked at 39 degrees Celsius and was managed with paracetamol. Fever subsided by Sunday night, but a rash began to appear on his arms on Monday morning and has spread to his chest and back.
Review Systems
Runny nose. No cough, red eyes, vomiting, or diarrhea.
History Of Present Illness
The illness started with a fever followed by the appearance of a rash after the fever subsided.
Replace
Merge

Open as7.JPG



You will be routed back to the SOAP Notes field to see the changes made.

Then you can S**ign & Send** the notes to complete and save changes.



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 help@vsee.com or check out the Help section under the Profile Menu of your VSee Clinic.

- Tags
- AI Soap Notes
- virtual scribe