



How to Use the AI SOAP Notes

Jay-Ileen (AI) - 2025-03-19 - 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 **Load Notes**.
3. Select **AI assist**.

VSee Clinic Dashboard Patients Schedule Health Charlotte Jones

Add tag

Status: Pending Completion Pending Notes

< All participants

Alena Workman Offline
Age 31, Jan 1, 1991, Female
18 Cleveland Street, Somerville, MA, 02143
patient1@email.com, +14784619502

Visit ID 123456
Today 11:11 AM
Video Visit
30-min Consultation
00:29:37
USD 49.00
Charlotte's Room

Intake **Notes** Visits Problem List Medical History Allergies Medications Documents

Notes

Subjective

Chief Complaint [Edit](#)

History of Present Illness

Past Medical History [Edit](#)

Past Surgeries [Edit](#)

Social History [Edit](#)

Health Habits [Edit](#)

Family History [Edit](#)

Medications [Edit](#)

Allergies [Edit](#)

Load Notes

Templates

Previous visits

AI assist

Facesheet

ALLERGIES

Procaine penicillin

MEDICATIONS

ibuprofen 800 mg oral tablet [ibuprofen]
10 systems are reviewed and are negative with exception of what is mentioned in the HPI

Prednisone 60 milligram(s) oral tablet
1 tablet(s) QD for 30 days, oral route

DIAGNOSES

Fever, unspecified [R50.9]	Jan 28, 2013
Typhoid fever, unspecified [A01.00]	Jan 28, 2013

DIAGNOSES

Open as1.JPG



On the right side of the screen, it will show the recording 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.

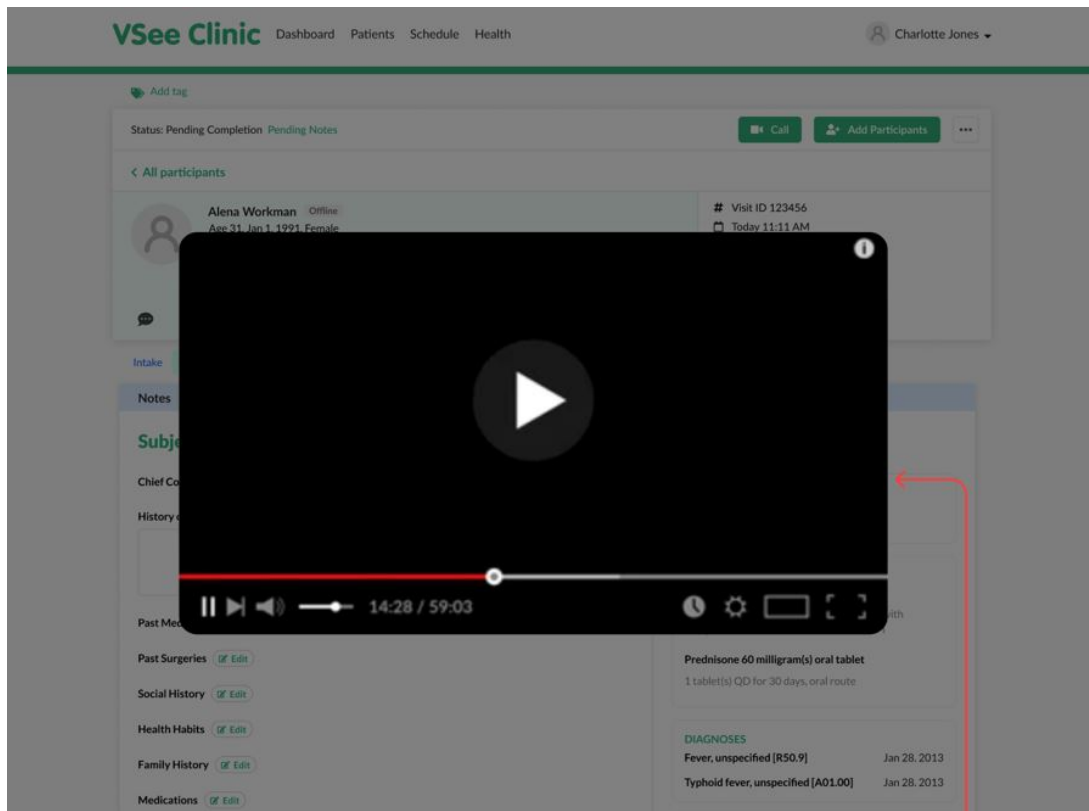
Please reach out to your Account Manager if you'd like to enable the

Adhoc Recording feature in your Clinic.

The screenshot displays the VSee Clinic interface. The main area shows a patient record for Alena Workman, including her contact information and medical history. A sidebar on the right contains navigation options like Intake, Notes, Visits, Problem List, Medical History, Allergies, Medications, and Documents. The 'Notes' section is active, showing a 'Subjective' note with fields for Chief Complaint, History of Present Illness, Past Medical History, Past Surgeries, and Social History. An 'AI Assistant' overlay is positioned on the right side, featuring a search bar with the text 'How may I assist you?' and a 'Recorded Conversation' section. This section lists a video recording with details: Type: video, File: cms_235db_332b011_12_13_2023.mp4, Start: 12/13/2023 3:34pm, End: 12/13/2023 3:57pm, and Participants: Alena Workman, Charlet Jones. Below this information are two buttons: 'View Transcript' and 'Generate SOAP Notes'. A red box highlights a play button icon in the video recording details, with a red line extending from it towards the top right corner of the overlay.

 Open as2.JPG

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



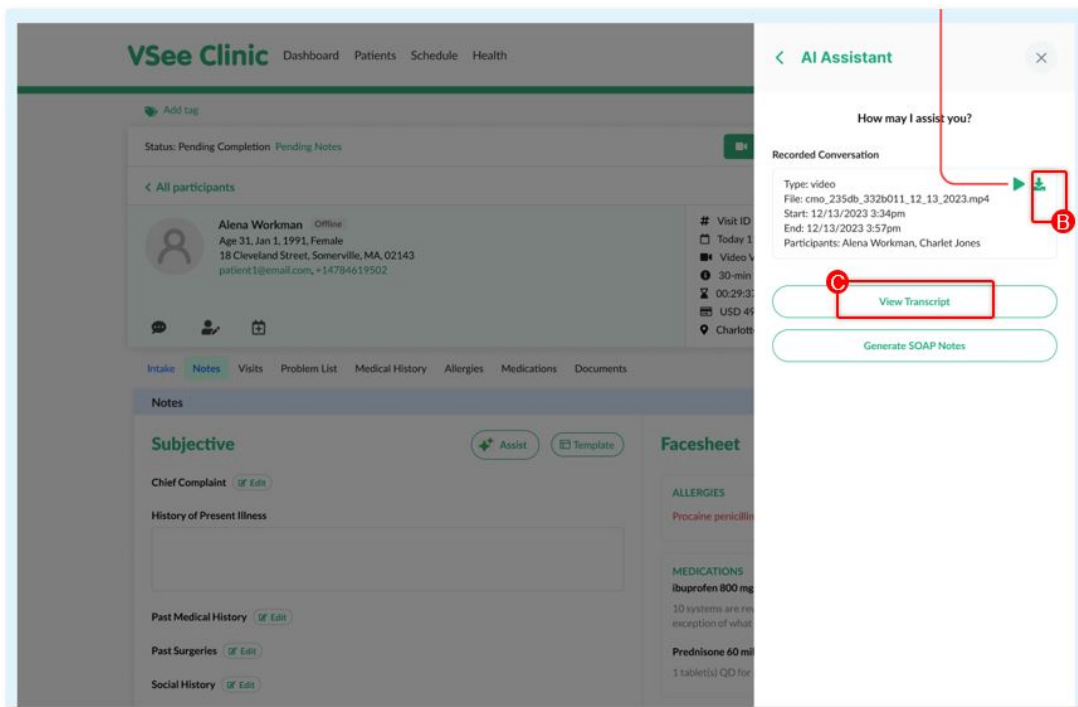
Open as3.JPG




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

C. Click **View Transcript** 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.



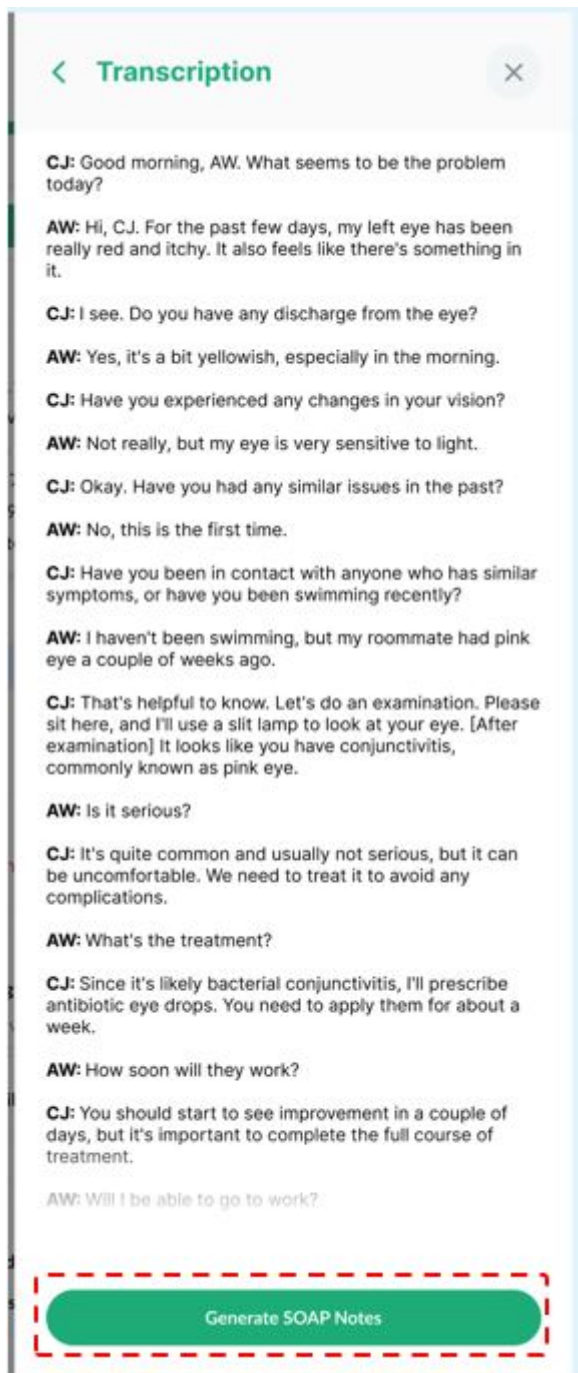
 Open as4.JPG

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.



The screenshot displays a mobile application interface for a transcription tool. At the top, there is a header with a back arrow, the word "Transcription" in green, and a close button (X). The main content area shows a transcript of a medical conversation between a doctor (CJ) and a patient (AW). The transcript is as follows:

CJ: Good morning, AW. What seems to be the problem today?

AW: Hi, CJ. For the past few days, my left eye has been really red and itchy. It also feels like there's something in it.

CJ: I see. Do you have any discharge from the eye?

AW: Yes, it's a bit yellowish, especially in the morning.

CJ: Have you experienced any changes in your vision?

AW: Not really, but my eye is very sensitive to light.

CJ: Okay. Have you had any similar issues in the past?

AW: No, this is the first time.

CJ: Have you been in contact with anyone who has similar symptoms, or have you been swimming recently?

AW: I haven't been swimming, but my roommate had pink eye a couple of weeks ago.

CJ: That's helpful to know. Let's do an examination. Please sit here, and I'll use a slit lamp to look at your eye. [After examination] It looks like you have conjunctivitis, commonly known as pink eye.

AW: Is it serious?

CJ: It's quite common and usually not serious, but it can be uncomfortable. We need to treat it to avoid any complications.

AW: What's the treatment?


CJ: Since it's likely bacterial conjunctivitis, I'll prescribe antibiotic eye drops. You need to apply them for about a week.

AW: How soon will they work?

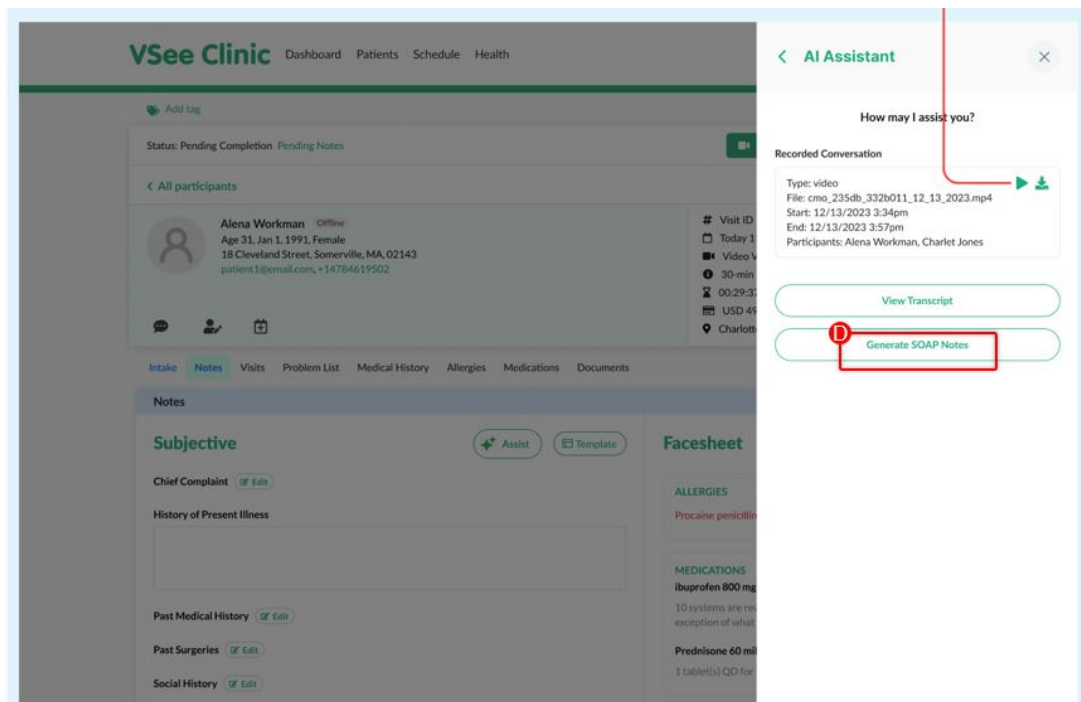
CJ: You should start to see improvement in a couple of days, but it's important to complete the full course of treatment.


AW: Will I be able to go to work?

At the bottom of the screen, there is a green button with the text "Generate SOAP Notes". This button is highlighted with a red dashed rectangular border.

 Open as5.JPG

D. If you did not click “View Transcript”, you can also choose to click **Generate SOAP Notes** from here without viewing the transcript of the recorded call.

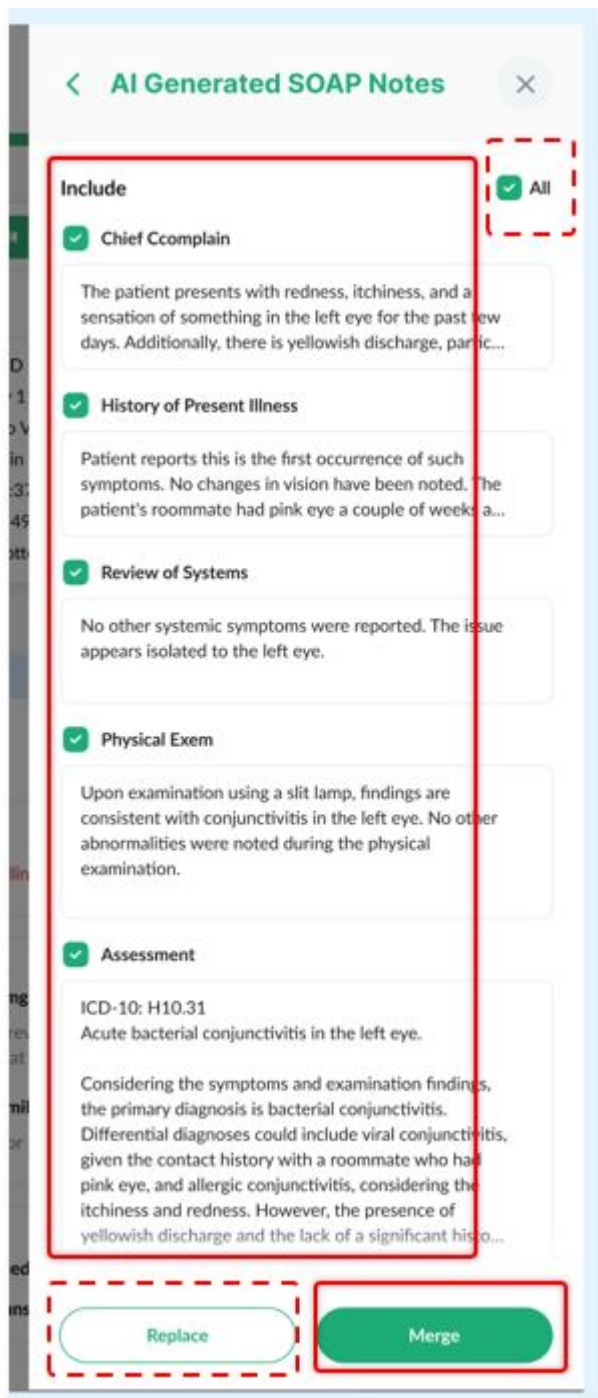


 Open as6.JPG

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 and Send the notes to complete and save changes.

Open as8.JPG



Intake **Notes** Payment Visits Problem list Medical History Allergies Medications Documents Memo

Notes

Last update time: 12/16/2024 10:17 AM Modifier: Erika Provider

Subjective AI Assist

Chief Complaint Edit

History of Present Illness

Past Medical History Edit

- Other
- Thyroid problems
- Depression/anxiety
- Diabetes

Last updated at 06/10/2024 08:22 PM by provider+vseeio hana

Past Surgeries Edit

- 3434re éreere on 01-01-2023
- sfsdf on 01-04-2024

Last updated at 06/10/2024 08:23 PM by provider+vseeio hana

Past Hospitalization Edit

- sfsdf on 01-01-2024

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