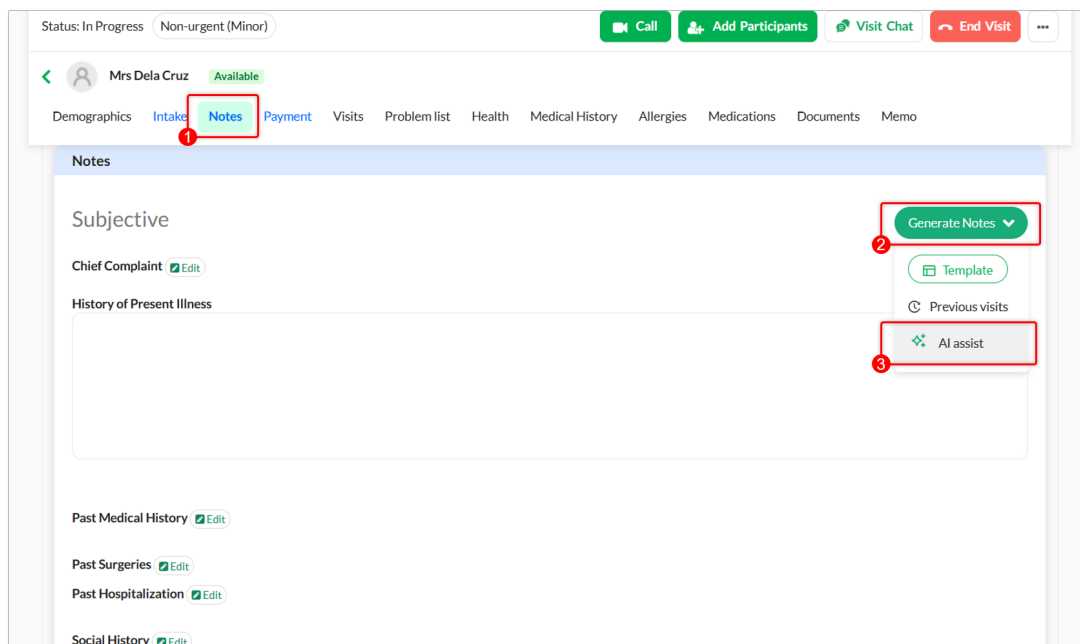# How to Use the AI SOAP Notes

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**.

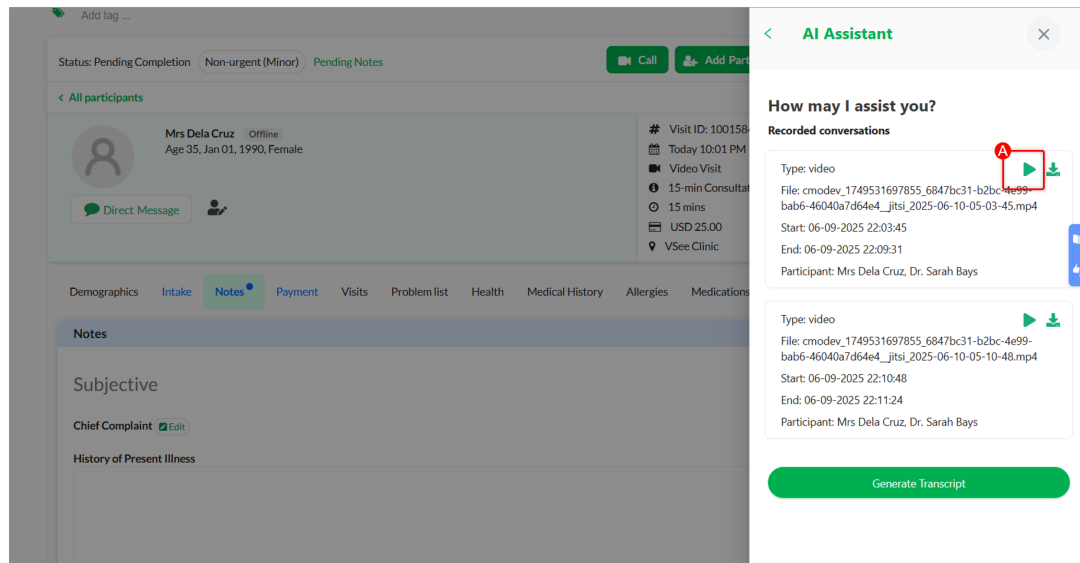3. Select **AI assist**.

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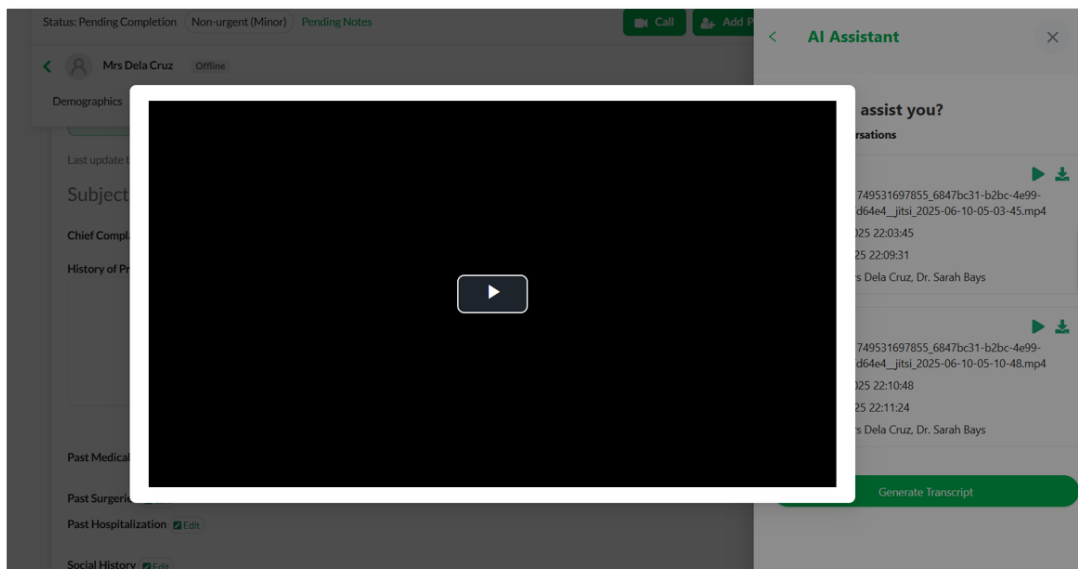
Please reach out to your Account Manager if you'd like to enable the

Adhoc Recording feature in your Clinic.

Open as2.JPG

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

Call | Add P

AI Assistant ✕

‹ Mrs Dela Cruz   Offline

Demographics

assist you?

...rsations

Last update

Subject

▶ ⬇

...749531697855_6847bc31-b2bc-4e99-
...d64e4_jitsi_2025-06-10-05-03-45.mp4

Chief Compl...

...025 22:03:45

History of Pr...

...25 22:09:31

...s Dela Cruz, Dr. Sarah Bays

▶ ⬇

...749531697855_6847bc31-b2bc-4e99-
...d64e4_jitsi_2025-06-10-05-10-48.mp4

...025 22:10:48

...25 22:11:24

Past Medical

...s Dela Cruz, Dr. Sarah Bays

Past Surgeri...

Past Hospitalization ☑ Edit
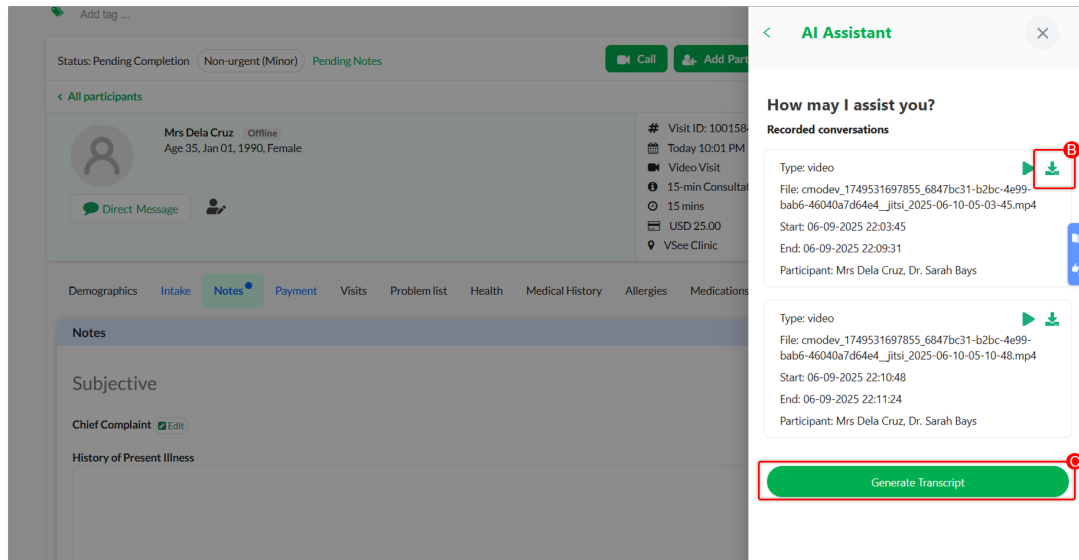
Generate Transcript

Social History ☑ Edit

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.

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
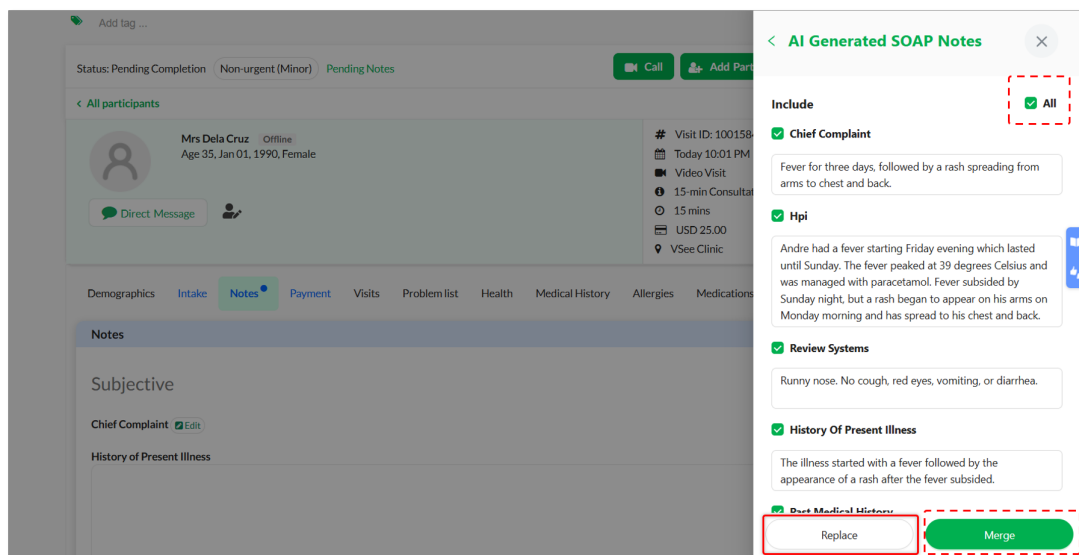
Generate SOAP Notes

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.

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