NORTHCARE NETWORK

POLICY TITLE: Artificial Intelligence Policy	CATEGORY: Information Management	
EFFECTIVE DATE: 11/13/24	**BOARD APPROVAL DATE:** 11/13/24	
REVIEW DATE: 9/26/25	**REVISION(S) TO POLICY STATEMENT:** ☐ Yes ☒ No	**OTHER REVISION(S):** ☐ Yes ☒ No
RESPONSIBLE PARTY: Chief Information Officer	**CEO APPROVAL DATE:** 10/22/25 Megan Rooney, CEO	

APPLIES TO
NorthCare Network Personnel

POLICY
It is NorthCare Network's policy to ensure the responsible use of artificial intelligence (AI) tools to augment staff capabilities and improve the efficiency and effectiveness of business activities.

PURPOSE
The purpose of this policy is to establish guidelines for the use of AI to ensure they are utilized in a manner consistent with applicable privacy laws, consumer safety guidelines, ethical practices, and operational and security best practices.

DEFINITIONS
- ***Artificial Intelligence (AI) –*** a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.

- ***AI Meeting Assistant*** – an AI-powered tool used to record, take notes, and respond to inquiries in a teleconferencing environment such as Teams or Zoom.

- ***Protected Health Information (PHI)*** – Any information that identifies an individual and relates to at least one of the following:
    a. The individual's past, present, or future health care.
    b. The provision of health care to the individual.
    c. The past, present, or future payment for health care.

- ***Electronic Protected Health Care Information (ePHI)****:* any protected health information (PHI) which is stored, accessed, transmitted, or received electronically.

REFERENCES
- 15 US Code Sec. 9401

PROCEDURES

A. Only AI tools approved by NorthCare Network's Security Officer shall be used to assist with NorthCare Network business.

B. Unapproved AI Meeting Assistants shall not be used in meetings hosted on NorthCare Network telecommunications platforms.

C. PHI and other information deemed confidential by NorthCare Network shall only be created, received, maintained, or transmitted by AI tools for which satisfactory assurance that said tools will handle the information in accordance with HIPAA, HITECH, the Michigan Mental Health Code, 42 CFR Part 2, and other applicable privacy laws, has been obtained.

D. Reports, data and other materials generated with the aid of AI tools or using data generated by AI must be clearly documented as having been made with the assistance of said tools.
    1. AI-generated reports, data, and other materials must be reviewed by a staff member for quality, completeness, and accuracy before publication and dissemination internally or externally.

    2. Staff are responsible for ensuring content generated by AI does not infringe on copyright or other intellectual property rights, where applicable.

E. Clinical decisions and interventions made with the aid of AI tools must be clearly documented as having been made with the assistance of said tools.
    1. Where applicable, only tools approved by appropriate regulatory bodies (FDA, CMS, etc.) shall be used for medical services and decision making.

    2. All clinical decisions and interventions made with the aid of AI tools must be reviewed by clinical staff with appropriate credentials.

    3. All clinical decisions and interventions made with the aid of AI tools must follow applicable laws and ethical standards.

F. Business decisions made with the aid of AI tools must be clearly documented as having been made with the assistance of said tools.