supio

Roll out AI without risking compliance or case quality

This printable worksheet helps you define your firm's AI policies, vet vendors for safety and compliance, and train your team with clear, fill-in-the-blank guidance.

Your firm's AI safety blueprint (fill in the blanks with your answers)

Define your AI usage policy

Which specific tasks will your firm allow AI to assist with? Examples below:

- **Document Review:** AI will help us *[identify key medical events in records]*

  _____

- **Case Analysis:** AI can support by *[finding case critical information in 1000s of pages medical records]* _____

- **Document Drafting:** AI will help us *[draft or re-write legal documentation in real-time, finding case information to enhance legal narratives]*

  _____

- **Record Management:** AI can identify *[missing records or bills]*

  _____

- **Strategy Development:** AI will assist with *[building case strategy]*

  _____

- **Case Evaluation:** AI can help *[practice opposing side arguments, pinpoint case weaknesses, or prepare witness testimonies]*

  _____

Set your safety protocols

Our verification process requires:

☐ Every AI-generated document must be verified by *[a legal professional with source documents]*

_____

☐ Final review conducted by *[the attorney assigned to the case]*

_____

Establish data protection

Client information will be safeguarded by:

☐ **Encryption method:** *[HIPAA-compliant end-to-end encryption]* _____

☐ **Access limited to:** *[case team members with MFA verification]* _____

☐ **Data stored in:** *[SOC2-certified US-based servers only]* _____

Choose your AI partner

Essential requirements for our AI vendor:

☐ **Must provide:** *[AI specialization in personal injury documents]*

_____

☐ **Must verify:** *[all citations and link to source documents]* _____

☐ **Must protect:** *[client data with HIPAA and SOC2 compliance]* _____

☐ **Must demonstrate:** *[transparency in AI operations and decision-making]*

_____

☐ **Must include:** *[robust error detection and correction mechanisms]*

_____

Build your training program

Team members will learn:

☐ **How to:** *[verify AI outputs against source documentation]*

_____

☐ **When to:** *[escalate unclear AI responses to senior staff]*

_____

☐ **Never to:** *[rely on AI without staff verification]*

_____

☐ **How to:** *[understand which AI providers you can trust]*

_____

☐ **When to:** *[provide feedback to improve AI performance]*

_____