The One-Page AI Governance Log

The whole governance program, for a clinic that does not have one.

How to use this. One page per tool. Print it, or keep it in a shared folder. Fill it in when you adopt the tool, and update it when something changes.

The point is not the paperwork. The point is that when a patient, a new medical director, a surveyor, or a lawyer asks *who decided to use this, and what did you check*, somebody can answer. Right now, in most small practices, nobody can.

Do not write patient information on this page.

1

The tool

Tool name

Vendor

What it does, in one line

Date adopted

Contract renewal or end date

Cost, and who pays it

2

The people

One named owner, not a committee.

Who owns this tool

Who to call when it breaks

Who trained the team

Date of last training

How staff report a failure

Who reads those reports

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The answers, in writing

If it is not in writing, it does not exist. Name the document and the page, not the person who said it.

Question	Answer	Where it is written

Fill these six rows: **1)** Is a Business Associate Agreement signed? **2)** Does our patient data train the vendor's model, and can we opt out? **3)** Where does the data live, and for how long? **4)** How do we delete a patient's data and confirm it? **5)** If we leave, what happens to our data and theirs? **6)** Is state recording-consent law confirmed, if it captures audio?

All six come from *The Pre-Flight Checklist for AI Tools*, free at drgigimagan.com/resources.

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What we tested before we trusted it

- ☐ We watched it work on a non-English visit, including code-switching.
- ☐ We watched it work on a messy, real visit, not a demo.
- ☐ Patient-facing materials were checked for low-literacy and older patients.
- ☐ We know what we do on the day the tool is down.
- ☐ We piloted with a small group before rolling it out.

A tool demoed on clean English encounters does not fail loudly on your panel. It fails quietly. Write down what you actually watched, not what you were shown.

5

The failure log

The most important section, and the one everyone skips. A tool with an empty failure log has not been watched closely enough.

Date	What happened	What we changed	Who

6

Review

Last reviewed on

Reviewed by

Next review due

Anything that changed since last review

Review it twice a year, and any time the vendor changes their terms. A governance page that is two years stale is worse than none, because it looks like an answer.

You do not need a compliance department. You need this page, kept current. **That page is your governance.**

Dr. Gigi Magan, MD, MPH is a bilingual family physician and Certified Epic Physician Builder. Her work in safety-net primary care shapes how she evaluates every tool, and she writes and speaks about AI in primary care, digital health equity, and ambient documentation.

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