






Ritten AI Scribe Quick Start Pack

What is AI Scribe?

[Visit the Landing Page!](#)

Ritten AI Scribe is your intelligent documentation assistant. It transcribes your clinical sessions and auto-fills your selected forms with suggested answers—saving you time and helping you focus on client care instead of paperwork.

Key Benefits:

-  Faster and more complete documentation
-  Auto-filled answers based on your clinics standards
-  HIPAA-compliant with strict privacy protections

Enabling AI Scribe for Users

For Admins Only

1. Go to **User Management** → **Users**.
2. Find the desired user.
3. In the AI Scribe section, check **Enable AI Scribe**.
4. Users with access will see the **AI Scribe Enabled** tag.

[Check out Zendesk for more!](#)

How it Works

1. Start Recording – From your encounter, click Record Audio.
2. Run Your Session – Conduct your session as normal.
3. Stop & Select Forms – Press Stop Recording and choose forms for AI completion.
4. Wait for Notification – You'll get an email once answers are ready.
5. Review & Approve – Accept suggestions individually or use Accept All to apply in bulk.

Note: Recordings must be processed within 72 hours or they will be deleted.

Using AI Scribe in Your Workflow

1. Create a new **Encounter**.
2. Click **Record Audio** when you're ready.
3. After your session, **Stop Recording**.
4. Select forms to be populated → Click **Generate Answers**.
5. Wait for the email notification.
6. Review, edit, or accept the generated answers.

***Tip:** Works on desktop and mobile browsers and can handle uploaded audio from other devices.*

Best Practices

- Start recording before your session begins.
- Always review AI suggestions for accuracy.
- Enable Form Instructions for consistent results.
- Process recordings promptly—don't wait past the 72-hour deletion window.

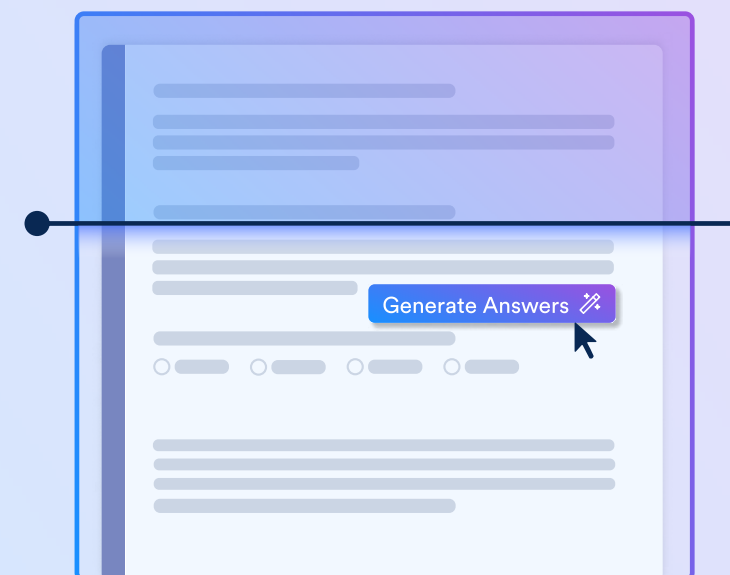
Watch the Webinar and Learn:

- How leading clinics are leveraging AI Scribe to enhance documentation accuracy, streamline workflows, and maintain clinic-wide consistency.
- Hands-on demonstrations of how AI Scribe integrates into your encounter workflow and simplifies form completion.
- Best practices for enabling, utilizing, and maximizing AI Scribe—highlighting real-world use cases from practitioners just like you.

Watch Now! 



Webinar: Smarter Notes. Happier Clinicians. Meet **AI Scribe**.



With: **Alex Blackson** - Sr. Product Manager & **Alli Daly** - Head of Marketing

FAQ

- **Form Instructions:** AI Scribe follows custom clinic instructions for more accurate, compliant answers.
- **HIPAA Compliance:** All recordings are deleted within 72 hours.
- **Custom Forms:** Works with all field types.
- **Pre-recorded Sessions:** Upload directly to the encounter.
- **Telehealth:** Not officially supported, but some workarounds exist.
- **Group Sessions:** Not currently supported.
- **Training Data:** Your recordings are not used to train the AI model.
- **Recordings Access:** Session recordings and transcripts are not available for download.

Contact your Account Manager or support@ritten.io for more information.