

# Securing Bring Your Own Application AI Scribes for Northern Health (Step-by-step)

Note: Vendors are continuously changing their applications to incorporate new features and functionality. This often results in changes to their user interfaces. The images used in this document are current as of **February 26, 2026**.

- **Audience:** Physicians and clinical staff using Bring Your Own Application (BYOA) AI scribes in NH clinical settings.
- **Goal:** Minimize privacy and access risks without compromising clinical functionality. NH provided EMR/EHR (MOIS, Cerner) are the system of record.
- **Supporting Resources:** BC Scribe Self Pay Program: [Important Resources](#)

# Scribeberry

Scribeberry provides an AI-powered medical scribe workflow (record, generate, review, and push notes into the EMR) with EMR integrations documented in the Help Center.

## Support and escalation

Support for this application is entirely provided by the vendor. Please review the support links below.

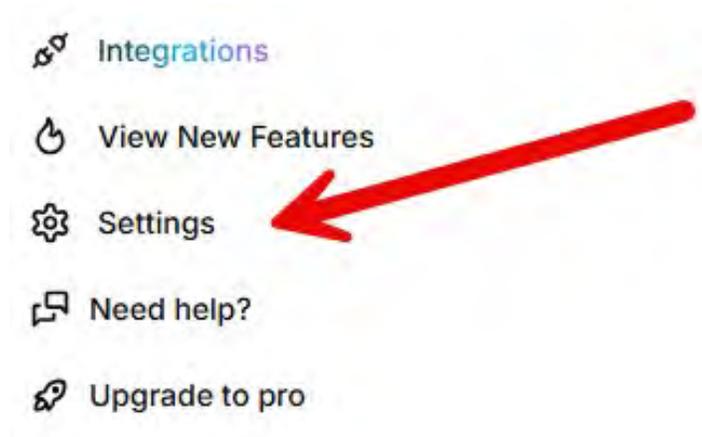
- Vendor Site: [Scribeberry - AI Medical Scribe | HIPAA & PIPEDA Compliant | Save 10+ Hours Weekly](#)
- Vendor Help: [Scribeberry | Canada's #1 AI Scribe | Help Center](#)
- Provincial Toolkit: [Important Resources](#)

## 1. Canadian residency / in-Canada processing

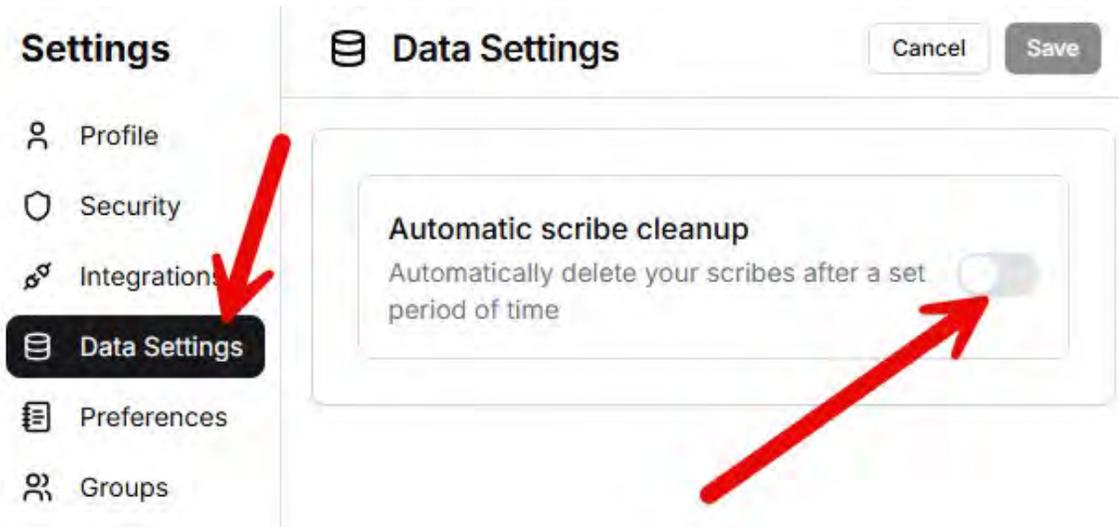
Data for this application resides in Canada. There is no option to change this in the application.

## 2. Data retention and deletion

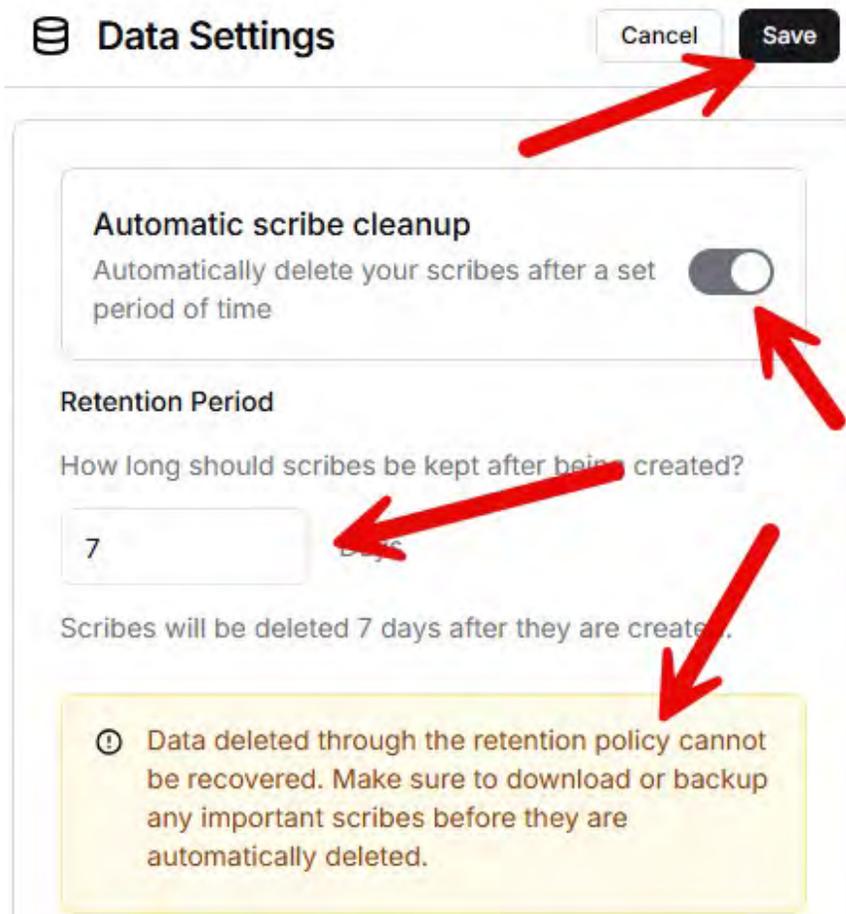
This application allows for the setting of custom data retention period.



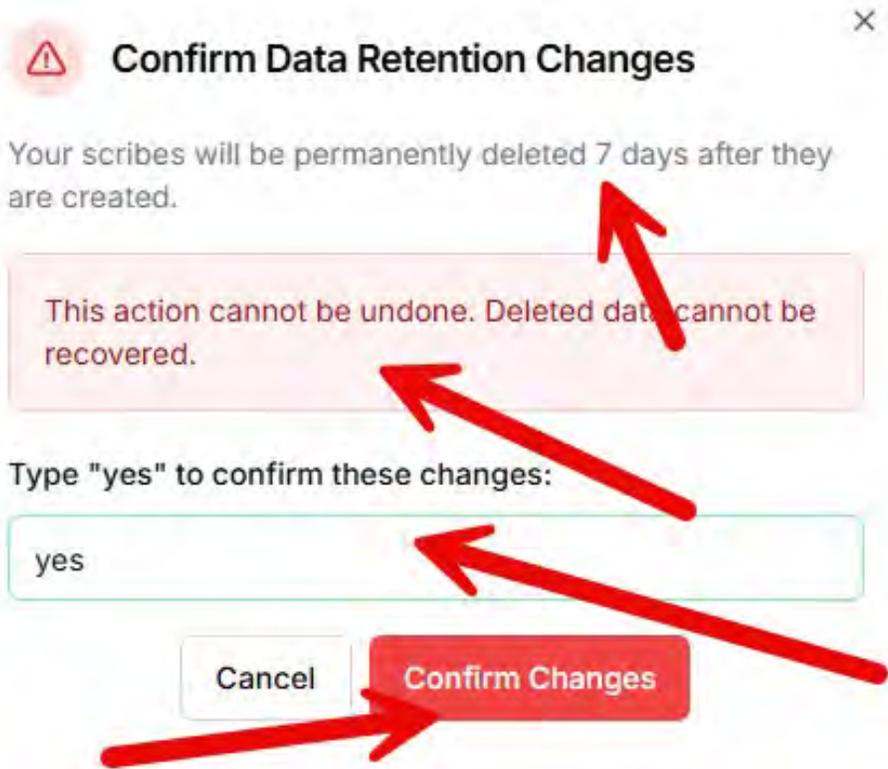
Go to the “Data Settings” sub-menu and enable “Automatic scribe cleanup”.



Noting the warning. Set the Retention period for maximum of 7 days, and save the changes.



Type "yes" and press "Confirm Changes"



### 3. Auto logout / session management

The application does not have any auto-logout features that are user configurable.

### 4. Multi-factor authentication (MFA) and access restrictions

After creating your account go open settings, then security, then Two Factor Authentication.



# Settings

 Profile



 **Security**

 Integrations

 Data Settings

 Preferences

 Groups

## Two-Factor Authentication



Add an extra layer of security to your account.

No MFA options enabled



Enable SMS Authentication

Enter the password used to create your account.

### Verify Your Identity



Please verify your identity before changing 2FA settings

 Continue with Google

OR

Password



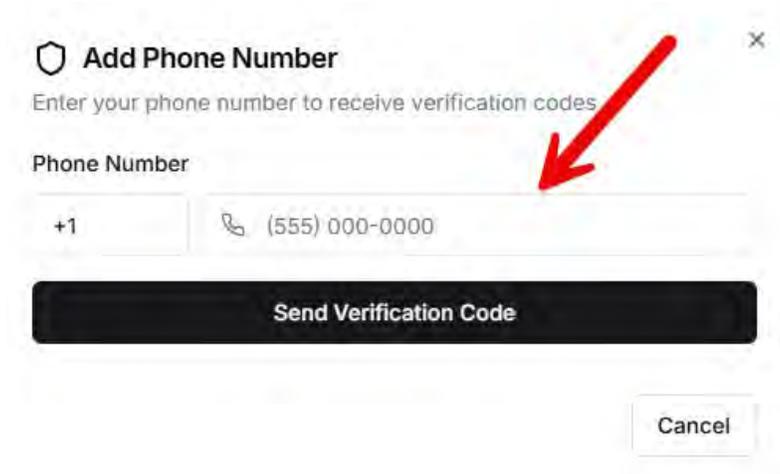
.....



Continue with Password

Cancel

Enter your phone number.



**Add Phone Number**

Enter your phone number to receive verification codes

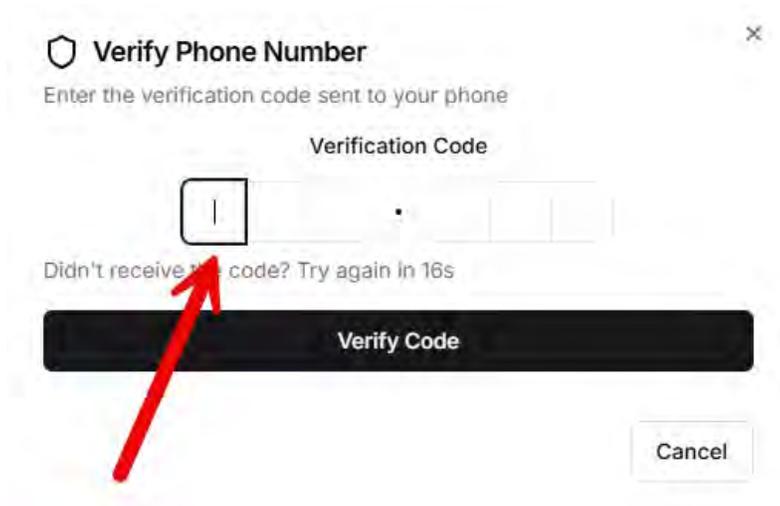
Phone Number

+1 (555) 000-0000

**Send Verification Code**

Cancel

Enter the code that was sent to you.



**Verify Phone Number**

Enter the verification code sent to your phone

Verification Code

Didn't receive the code? Try again in 16s

**Verify Code**

Cancel

In later sessions, when you are prompted to log into the application, after providing your username and password, you will be prompted to supply the verification code that is sent to your phone.

## 5. Transcription accuracy and clinician validation

Review and edit the generated note before submitting it to the EMR. Remove any non-medically relevant sections before saving.

## 6. Patient notice and consent workflow

Only begin recording with expressed consent of the patient. Use the NH Automated Transcription Notice and obtain verbal consent at the start of each encounter. If the patient declines, do not use the tool for that encounter.

The NH clinician is expected to present an NH Automated Transcription Notice to the NH client to further explain the use of 'automated transcription' for NH service improvements, and to obtain verbal consent from the client (per [College](#) and [CMPA](#) guidelines).

## **Automated Transcription Notice**

Northern Health (NH) has adopted use of automated transcription technology to improve the delivery of health care for our clients.

The technology uses a secured and approved artificial intelligence technology to transcribe real-time conversation between an NH clinician and client during a health care session.

The medically relevant words spoken during the health care session are automatically drafted into clinical documentation, which the NH clinician reviews and confirms in advance of manually copying into the client health record.

Historically, the medically relevant content from a verbal conversation between a clinician and their client during a health care session has always been entered manually into the client's health record by the clinician.

The use of automated transcription is a modern update to this practice, to further support NH improvements to health care services.

### **How it works**

Automated transcription uses an artificial intelligence (AI) tool called an AI scribe to assist NH clinicians with clinical documentation.

This technology translates our verbal conversation during a health care session into written words and generates a written summary. This allows us to focus more on you instead of taking notes.

The summary is used to create clinical documentation, and only medically relevant content is retained.

The documentation is reviewed and finalized by an NH clinician before adding it to your medical record. The technology does not make medical decisions—it only drafts notes.

The automated transcription solutions used at NH are subject to compliance reviews, to ensure your health information is protected as required by law.

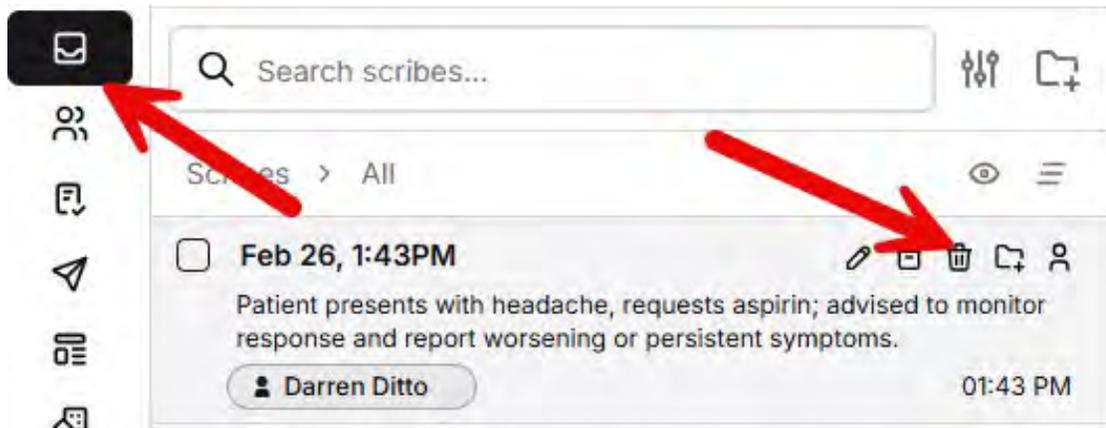
All temporary transcription content is deleted once the final clinical documentation is saved.

If you have any questions about how it works, please ask your provider.

If you have questions about how your personal information is being managed, please contact the NH Information Privacy Office at [privacy@northernhealth.ca](mailto:privacy@northernhealth.ca).

## 7. EMR transfer and post-transfer deletion

Generate the note, review/edit, then transfer into the EMR using your local workflow (copy/paste or supported integration if configured). Confirm the note is saved in the EMR, then delete the encounter/note from the scribe app if your plan provides a deletion function.



## 8. NH recommended usage checklist

- Use the shortest-retention option available for NH encounters.
- Enable MFA and do not share accounts.
- Obtain patient consent before recording/transcribing.
- Clinician review is mandatory before EMR submission.
- Transfer to EMR promptly; delete residual data in the scribe tool where possible.
- Log out at the end of the session.