

# WISIRA

## YOUR GUIDE TO AI

### Module 17: Organizing Care Tasks and Schedules with AI Help

AI tools can support caregivers by simplifying healthcare coordination. From organizing medical records to managing appointments and medications, AI can reduce stress and improve safety. Caregivers should use AI as a helper, not as a replacement for professional medical advice. This guide shows practical ways to use AI to streamline healthcare while protecting privacy and ensuring accuracy.

#### Appointment Management

- ☐ Use AI assistants to track upcoming medical visits and send reminders.
- ☐ Sync calendars with family members so everyone knows key dates.
- ☐ Ask AI to provide summaries of what to prepare before appointments.

#### Medication Tracking

- ☐ Use AI-powered apps to set reminders for daily medications.
- ☐ Ask AI to create a clear medication schedule with dosage and timing.
- ☐ Confirm details with a pharmacist or doctor before making changes.

#### Health Records and Notes

- ☐ Store medical notes in AI-assisted apps that organize files securely.
- ☐ Ask AI to generate easy-to-read summaries of complex health documents.
- ☐ Always verify critical medical details with official providers.

### Communication with Providers

- ☐ Use AI to draft questions before doctor visits so nothing is forgotten.
- ☐ Summarize appointment notes into plain language for family members.
- ☐ Translate instructions into other languages using trusted AI tools if needed.

### Privacy and Safety

- ☐ Never share Social Security numbers, insurance IDs, or full medical histories with AI tools.
- ☐ Use HIPAA-compliant apps whenever possible for storing sensitive health information.
- ☐ Back up all important health records in a secure, offline location.

### Caregiver Collaboration

- ☐ Share AI-generated care schedules with siblings or co-caregivers.
- ☐ Assign tasks such as transportation, refills, and follow-ups using shared AI planning tools.
- ☐ Hold regular check-ins with family to review and adjust care plans.

AI can be a powerful partner for caregivers, reducing stress, saving time, and preventing mistakes. Use it to stay organized and communicate better, while keeping final decisions in the hands of doctors and trusted professionals.

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