

TOOL 2 AI ASSIST

Medical Records Inventory - Version 1.1

INVENTORY THE DEFINED SOURCE SET. DO NOT ASK PERMISSION FOR EACH SOURCE-ESTABLISHED RECORD.

How to Use

1. Attach Tool 2.
2. Attach the defined medical-record source set.
3. Provide My Copy Location only if you want it populated and the actual storage location is known.
4. Authorize AI to draft the inventory.
5. Verify the completed draft with Tool 21.

Prompt

Review the supplied records and draft the complete Tool 2 Medical Records Inventory from the defined source set.

Preserve Tool 2's exact fields and structure: Record / File Name, Source / Facility, Record Type, Date or Date Range, Pages (optional), My Copy Location, and Reviewed?, plus any Notes field present in the supplied version.

Once I authorize AI assistance for this defined source set, inventory all identifiable records or logical document groups in one pass. Do not ask me whether each source-established record should be included. Include duplicates and records that may later prove unrelated; Tool 2 inventories what I possess and does not decide relevance.

Enter only information supported by the supplied material. Do not infer missing information. Use 'Not established in provided records' when a text field needs an explicit unknown value; otherwise leave an optional/unknown field blank when the tool permits it.

Pages means the page count of the underlying record or logical document group only when the supplied source actually establishes that count. Do not infer that each logical record is one page merely because it appears as one row in a synthetic table, export, index, or condensed packet.

My Copy Location means where I can actually find my copy, such as a computer folder, paper file, or external drive. Do not place the source PDF filename, citation, document title, or PDF page in My Copy Location unless that is literally my storage location. If I have not supplied a copy location, leave it blank.

Reviewed? is a workflow status, not proof that AI processed the record. Preserve the status required by the supplied Tool 2 instructions. Do not change it merely because AI created or verified the row.

Before declaring the draft complete, perform a field-level completeness check across every expected field in every populated row. Identify partial rows, unsupported values, wrong-field content, and unexplained blanks. Reconcile the source set against the output when practical, but do not treat matching counts as proof of completeness.

Correct source-established extraction errors you identify in your own draft and report them. Do not ask me to approve corrections that are conclusively established by the source or by information I already supplied. Ask me only when the correct field value requires information or a decision that the source and my prior answers do not establish.

Return the complete draft, then proceed to Tool 21 verification against the original sources.

STOP

The inventory remains an AI draft until Tool 21 verification is complete. Human oversight does not require record-by-record approval.