

TOOL 21

AI Verification Checklist - Version 1.1

Purpose: Provide a repeatable process for checking AI-assisted work against original records and firsthand information before using it elsewhere in the toolkit.

**AI CAN ASSIST WITH THE WORK. IT CANNOT BECOME THE SOURCE OF THE FACTS.
VERIFICATION IS AN AUDIT, NOT AN APPROVAL INTERVIEW.**

1. Identify the AI Task

- AI platform / tool used
- Date
- Task performed
- Records / information provided
- AI output being verified

2. First-Pass Verification

- AI stayed within supplied information.
- Dates match original sources.
- Provider/facility names match original sources.
- Medical terminology matches the source rather than AI inference.
- Symptoms, treatment, and functional effects are properly attributed.
- No unsupported causal relationships were created.
- Conflicting information was preserved rather than silently resolved.
- Statements presented as facts are traceable to an original source.

Do not verify an AI statement by asking the same AI whether it is correct. Go back to the original source.

3. Structured Output Audit

Required for spreadsheets, tables, forms, worksheets, or other structured outputs. Perform the audit across the complete output before asking the user to resolve exceptions.

- Identify every expected field/column.
- Inspect every populated row or entry across every expected field.
- Identify every partial row or entry.
- Identify every blank expected field and determine whether it is intentional, unsupported, or an extraction omission.
- Identify wrong-field content and unsupported/invented values.
- Reconcile source items and output rows when practical, but do not treat matching counts as proof of completeness.
- Produce one consolidated exception report after the field-level audit.

4. Correction and Human-Input Rule

ASK ONLY WHEN HUMAN INPUT IS ACTUALLY REQUIRED.

When comparison with the authoritative source conclusively establishes that an AI-generated value is unsupported, incomplete, or incorrect, correct or remove it, record the correction in the exception report, and continue. Do not ask the user to approve a correction merely because AI made the original error.

Likewise, when a prior user answer already establishes that a field is intentionally blank or has a particular workflow status, record that disposition and continue without asking the user to approve it again.

Ask the user only when resolving an exception requires information AI cannot know, a firsthand recollection, an action the user must actually perform, a judgment/choice reserved to the user, or a certification/attestation AI cannot make.

5. Structure & Completeness Check

- Structured Output Audit completed when applicable.
- Every row/entry/section reviewed.
- Every expected field checked.
- Partial entries identified.
- Intentional blanks distinguished from omissions.
- Unsupported or invented values identified.
- Source/output reconciliation completed when practical.
- No source records, pages, sections, requested items, or available field-level information appear skipped.

COUNT RECONCILIATION IS A CONTROL, NOT PROOF OF COMPLETENESS.

6. Verify Individual Findings

Disposition options: Use -> Correct -> Discard -> Investigate

7. Watch for Inference and Overstatement

- One event was not turned into a recurring pattern.
- Frequency, duration, severity, or continuity was not made more specific than the source.
- Separate events/sources were not improperly combined.
- Veteran report was not converted into provider conclusion.
- Provider observation was not elevated into a medical conclusion.
- Temporal proximity was not converted into causation.
- Material context was not summarized away.

8. Preserve Uncertainty

- Conflicting dates/accounts remain conflicting.
- Approximate dates remain approximate.
- Possible/suspected/reported/rule-out language remains uncertain.
- Missing information remains missing.
- AI did not choose between conflicting sources without support.

9. Verify Summaries

- Nothing important was omitted in a way that changes meaning.
- Source emphasis was preserved.
- Separate events were not improperly combined.
- Isolated events were not turned into patterns.
- Uncertain information was not made definite.
- Veteran report, provider observation, test result, and provider conclusion remain distinct.

10. Personal Statement AI Check

- Every factual detail came from the veteran or an identified source.

- AI did not add/increase symptoms, frequency, duration, severity, functional limitations, treatment outcomes, medical conclusions, or causation.
- AI did not replace natural language with rating-oriented/legal/clinical language merely to sound stronger.
- Veteran ownership/final-review attestations remain for the veteran.

11. Privacy Check

- I understand what information I uploaded.
- I reviewed current privacy/data-use settings or policies for the AI service used.
- I considered whether unnecessary identifiers could be removed/redacted.
- I understand different products/accounts/settings may handle information differently.

12. Final AI Output Check

- Complete output reviewed.
- Structured Output Audit produced an exception report when applicable.
- Output reconciled against source set when practical.
- Important factual statements checked against original sources.
- Unsupported information corrected/discarded.
- Incomplete entries corrected or intentional blanks confirmed.
- Uncertainty/conflicts preserved.
- Factual information remains traceable.
- Any remaining human-only decisions, actions, or attestations are clearly identified.

AI OUTPUT IS A DRAFT UNTIL YOU VERIFY IT. Only verified information should return to the working toolkit.

Structured Output Audit Worksheet

Row / Entry	Blank / Partial / Questioned Field	Source/User Provides	Intentional?	Action

Individual Findings Worksheet

AI Finding / Statement	Claimed Source	Actual Source	What Source Says	Verified?	Action