

AI Literacy For Everyone

Practical, safe, and effective ways to use AI as a thinking partner.

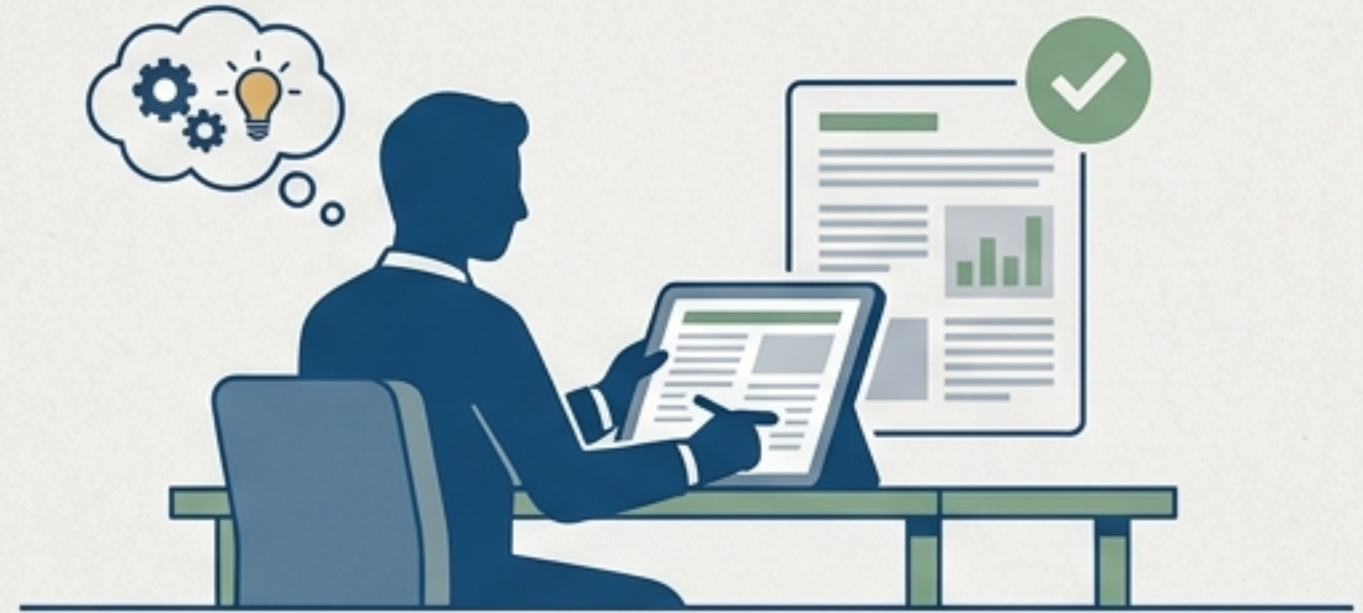


Unsafe Experimentation & Avoidance



- Leads to burnout
- Missed operational opportunities
- High risk of exposing data

Informed, Responsible Use



- Drives daily efficiency
- Maintains safe operational boundaries
- Ensures strict human accountability

If we don't know the boundaries, we either avoid AI entirely or use it in ways that create risk. This is our shared baseline for safe experimentation.

Drafting Partner



- Organizes language
- Structures complex ideas
- Builds the first rough draft

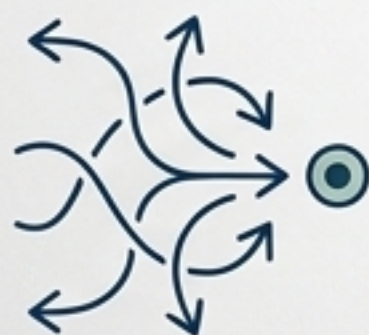
The Authority



- Exercises professional judgment
- Performs accuracy checks
- Ensures privacy compliance
- Takes final clinical or business action

AI is a drafting partner, not an authority.

Focus on tasks that clarify, draft, and organize non-sensitive information



Clarifying messy requests



Drafting first versions



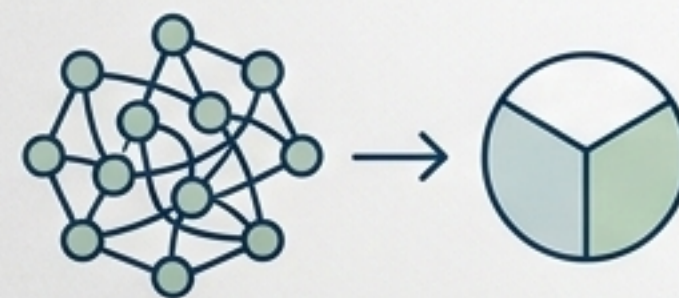
Comparing options



Summarizing
non-sensitive material



Generating checklists
& training examples



Explaining technical
concepts plainly

AI is not a magic layer on top of broken work

AI is NOT...

- ✗ A Source of Truth
- ✗ A Policy Replacement
- ✗ An Approval Path
- ✗ A Decision Owner

Humans MUST...

- ✓ Verify all facts independently
- ✓ Apply professional judgment
- ✓ Follow standard approval protocols
- ✓ Own the final clinical, legal, HR, or financial decision



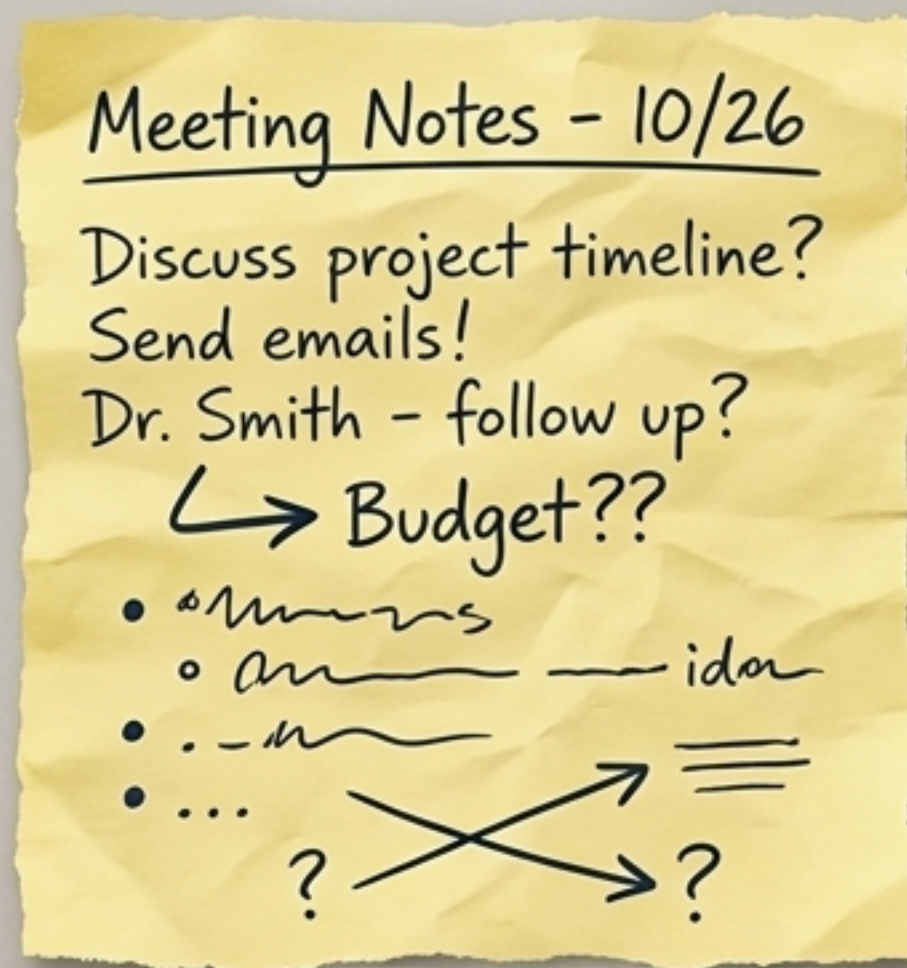
Never automate actions without a human fallback or owner.

Keep protected healthcare and business data strictly within approved internal tools



Low-risk tasks yield high rewards when structuring everyday notes

BEFORE



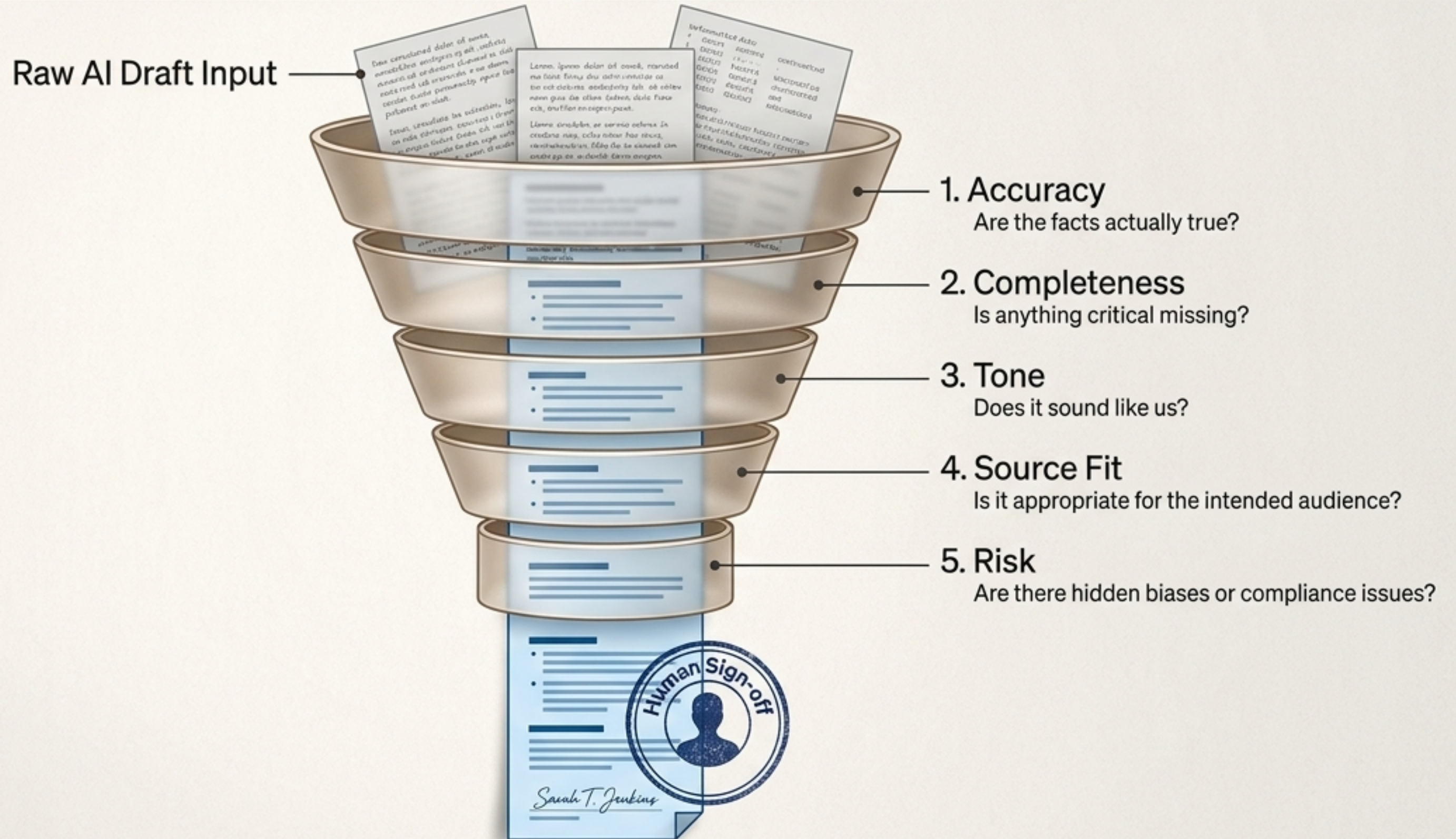
AI
Reformatting

AFTER

Next Steps	Owners	Deadlines
Send project timeline to team	Sarah K.	Oct 30
Follow up with Dr. Smith on clinical data	Dr. J. Lee	Nov 2
Review budget proposal with finance	Mark T.	Nov 5

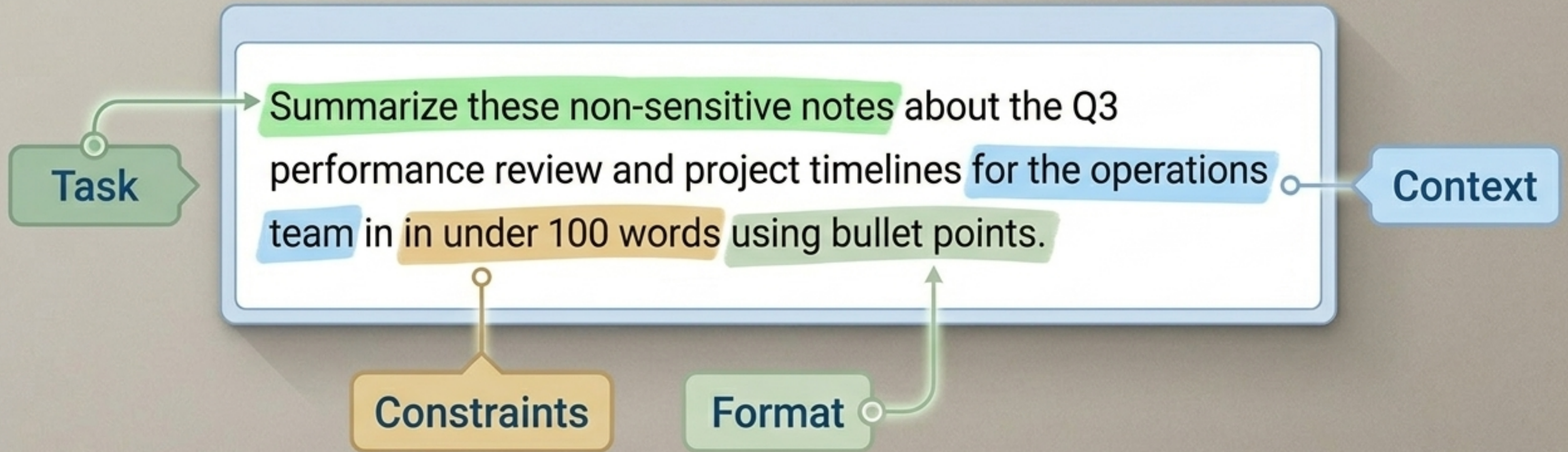
Turn your rough notes into **structured action items** without exposing sensitive data.

Every AI draft requires a mandatory human review before moving forward



Better, more specific requests generate immediately usable drafts

Anatomy of a Prompt

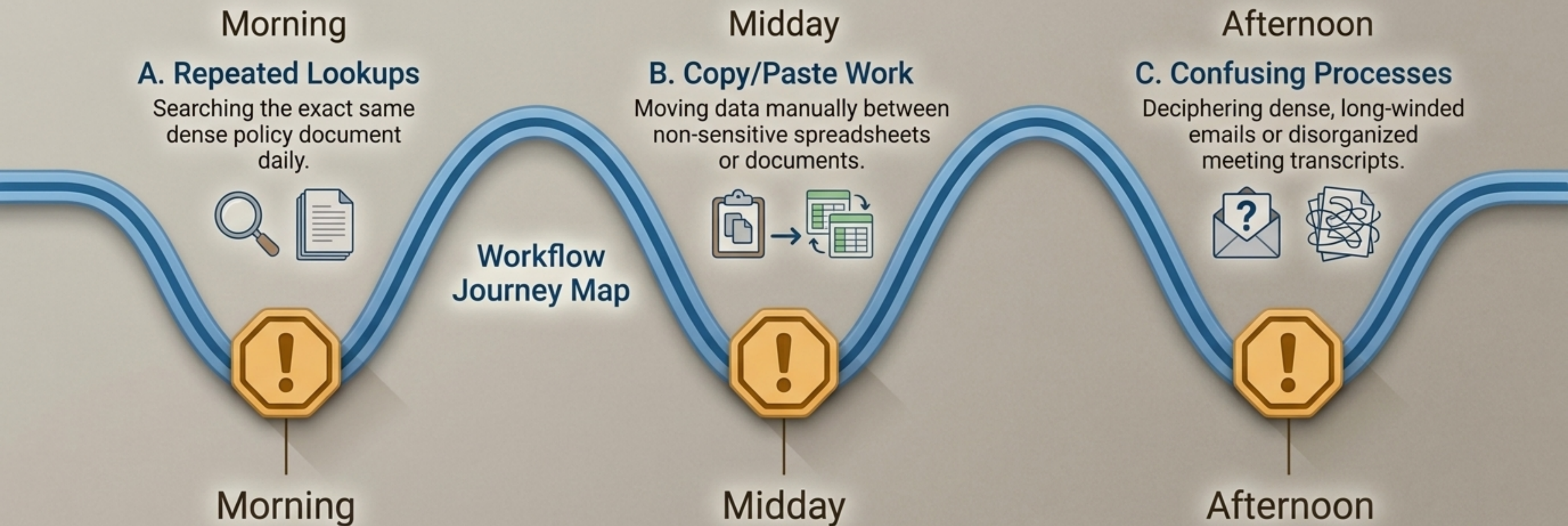


~~Fix my notes~~

Vague requests create extra work.

The best AI starting point is low-risk, high-friction work.

Look for the friction in your daily workflow as your starting point



Apply these boundaries to your own daily workflow

Rewrite

Take the vague phrase
"Draft an email about the
new schedule" and mentally
rewrite it by adding Context,
Constraints, and a Format.

.....

Identify

Find the unequivocally
unsafe item for an
unapproved tool.

Lunch Menu

Meeting Agenda

Patient Intake Form

Name

Write down one low-risk,
high-friction repeated task
from your own specific role.

.....

.....

Safe use requires understanding both the tool's limitations and your workflow

~~Myth:~~ AI is always right.

Reality: AI is a probability engine; it can and will hallucinate.

~~Myth:~~ Confident answers are verified answers.

Reality: Confidence does not equal accuracy. You must verify facts.

~~Myth:~~ AI replaces policy.

Reality: AI must operate entirely within existing policies and human approvals.

~~Myth:~~ The tool makes it safe.

Reality: Safe use is a combination of Tool + Clean Data + Workflow + Human Review.

AI becomes truly useful when the work, data, and owner are clearly defined

Effective AI Use

Clear Work

Knowing exactly what the task is.

Clean Data

Absolute absence of PHI or sensitive data.

Firm Guardrails

Exclusively using approved tools.

Clear Owner

Unwavering human accountability.

Defined Outcome

Knowing exactly what a good, accurate result looks like before starting.

Start small, stay safe, and keep the human in the loop



Identify one low-risk,
high-friction task.

Bring it to your manager
or AI enablement partner.

Discuss how approved
tools can safely help.

AI literacy is our shared baseline for daily work improvement.
You hold the judgment; the tool holds the pen.