

AMA Chicago - AI Use Policy

Quick Reference: Do and Don't Guide

Updated January 2026

This guide summarizes the essential rules volunteers must follow when using any AI tools for AMA Chicago work.

DO

- Use AI for brainstorming ideas.
- Use AI to create first-draft outlines.
- Summarize publicly available articles.
- Draft basic outreach templates using public information.
- Edit or improve text that you wrote, as long as it contains no PII or confidential information.
- Review and edit all AI-generated content before using it.
- Ensure all content matches AMA Chicago's tone and values.
- Inform your committee lead when AI played a significant role in your work.
- Ask when you are unsure whether something is allowed.

DON'T

- Do not input any PII or confidential internal information into any AI tool. This includes:
 - Names
 - Email addresses or phone numbers
 - Event registrations or attendance lists
 - Donation or payment information
- Do not use AI to create official AMA Chicago policies, statements, commitments, or promises.
- Do not allow AI to make decisions about people.

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- Do not use AI to fully generate external-facing content (including blog posts) and always insure documents have been reviewed by a human.
- Do not use AI output "as-is." Always revise it.
- Do not attempt to fix or delete accidental PII entries yourself.

If Something Goes Wrong

If PII or confidential information is accidentally entered into an AI tool:

1. Stop immediately.
2. Notify your committee lead or designated contact as soon as possible.
3. Wait for guidance before taking any further action.

This quick guide supports, but does not replace, the full AMA Chicago AI Use Policy for Volunteers.