

AI Prompt Blueprint

Prepared by the NAMSS AI Task Force (Geneva Million, CPCS, CPMSM)

A quick guide for writing clearer prompts and getting better AI-generated results

How to use this handout: Use these steps as a quick checklist. You do not need every element in every prompt. Choose what will help the AI tool create the most useful response.

1. Assign a Role	Tell the AI what perspective to use, such as an educator, consultant, executive, or medical staff services leader. Example: “Act as a medical staff services director explaining AI-assisted credentialing.”
2. Be Specific About the Goal	State the topic, audience, length, and desired output. Try: “Summarize AI in healthcare in 5 bullets for a non-technical audience.”
3. Add Context and Scope	Provide background, audience, limits, and key details so the response fits your situation. Example: “Explain 3 AI trends in credentialing for hospital executives in plain language.”
4. Define the Format	Ask for bullets, a table, numbered list, email draft, agenda, script, or summary. Example: “Create a table with 3 use cases, benefits, and risks.”
5. Set the Tone	Describe how it should sound: professional and concise, conversational and warm, persuasive, executive-level, or beginner-friendly.
6. Say What to Avoid	Name any pitfalls, such as “avoid jargon,” “do not use acronyms without defining them,” or “keep it under 200 words.”
7. Refine the Output	Start with a draft, then ask the AI to revise, shorten, simplify, reorganize, or add examples. Example: “Good start — make it more visually scannable and add one example per bullet.”

Complete Prompt Example

Act as an experienced Medical Services leader. Draft a one-page summary for Medical Services Professionals explaining how AI can support credentialing, privileging and provider enrollment workflows. Write for a non-technical audience. Include three practical examples, such as summarizing application documents, identifying missing information, and drafting committee-ready summaries. Include two cautions about validation, privacy, and human review. Use clear bullet points, a professional and approachable tone, and avoid technical jargon.