

PRESENTATION HANDOUT · JULY 2026



NOTEBOOKLM

Beginner Workbook

for Chiropractic Practices

A click-by-click guide for turning trusted clinic documents into protocols, staff training, and patient education.

Designed for first-time users — no AI experience required.

BEST FIRST USE

Create a clinic protocol library from documents you already trust.

USE ON

A desktop or laptop for the clearest experience.

WHAT YOU NEED

A Google account and 2–5 non-confidential documents.

SAFETY RULE

Do not upload identifiable patient information.

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1 What NotebookLM Is

NotebookLM is a Google research workspace. You give it a set of sources — such as protocols, research papers, SOPs, webpages, or training documents — and then ask questions about those sources. Its answers include citations that point back to the material you uploaded.

Think of it as a searchable “clinic binder” that can explain, compare, organize, and teach what is already inside your approved documents.

WHAT IT IS GOOD FOR

- ☐ Summarizing long clinical or operational documents.
- ☐ Comparing two or more protocols and finding differences.
- ☐ Turning technical material into patient-friendly education.
- ☐ Creating staff quizzes, FAQs, briefing documents, audio overviews, and mind maps.
- ☐ Finding the exact source passage behind an answer.

WHAT IT SHOULD NOT DO

- ☐ Diagnose a patient or replace clinical judgment.
- ☐ Create a protocol from random internet information without review.
- ☐ Store names, dates of birth, chart notes, images, insurance details, or other identifiable patient information.
- ☐ Be treated as automatically correct. A licensed clinician must review clinical output.

A SIMPLE MENTAL MODEL

WHAT YOU PROVIDE
Trusted clinic sources

WHAT NOTEBOOKLM DOES
Finds, summarizes,
compares, and drafts

WHAT YOU DECIDE
Whether the result is
accurate, safe, and usable

Before You Open NotebookLM

To get started, create one small practice folder on your computer. Put only documents you are allowed to use.

RECOMMENDED STARTER DOCUMENTS

- ☐ Clinical tools and protocols on the topic you're building the notebook around.
- ☐ Research articles and guidelines relevant to that topic.
- ☐ Resource links and YouTube videos covering the same subject.
- ☐ Any handouts, SOPs, or training material you want organized around that topic.

CLEAN THE FILES FIRST

- ☐ Remove patient names, dates of birth, medical record numbers, addresses, phone numbers, and photographs.
- ☐ Confirm that each document is current and approved.
- ☐ Rename files clearly, for example: 2026_Acute_Low_Back_Pain_Protocol.pdf.
- ☐ Do not upload copyrighted books or materials you do not have permission to use.

Begin with 2–5 sources. A small, clean notebook is easier to teach than a giant library.

Create Your First Notebook — Click by Click

- 1 Open NotebookLM.** On a desktop or laptop, open a web browser. Go to notebooklm.google.com. Sign in with the Google account you want to use for the practice.
- 2 Create a notebook.** On the NotebookLM home screen, click *Create new notebook*. A source window will open.
- 3 Upload your first source.** Click *Upload a source*. Choose *Upload files*, then select one of your cleaned clinic documents. Wait until the file appears in the Sources panel.
- 4 Add the remaining sources.** Click *+ Add source*. Upload the other starter documents one at a time. You can also add a website URL, YouTube URL, Google Drive file, or copied text when appropriate.
- 5 Name the notebook.** Click the notebook title near the top and rename it. Example: *Clinic Protocols — Low Back Pain*.
- 6 Check the source list.** Look at the Sources panel on the left. Confirm that every file has a clear title and that no patient-identifying information is visible.
- 7 Read the automatic summary.** In the center Chat panel, NotebookLM will summarize the uploaded sources. Read it once to confirm the notebook understands the correct topic.
- 8 Ask your first question.** Click the question box at the bottom of the Chat panel, type the first prompt below, and press Enter.

 COPY + PASTE PROMPT

→ Paste into the Chat box

Using only the selected sources, explain what this notebook contains in five bullet points. For each bullet, cite the source that supports it.

-  Every “Copy + Paste Prompt” in this handbook goes in the same place: copy it, paste it into the **Chat box** at the bottom of the Chat panel, and press Enter. The answer appears in the chat, with citations back to your sources.

HOW TO READ THE ANSWER

- ☐ Look for citation numbers in the answer.
- ☐ Click a citation to open the supporting passage in the source.
- ☐ Confirm the cited passage really supports the statement.
- ☐ Ask a follow-up when the answer is vague or incomplete.

Learn the Three Main Areas

AREA	WHAT YOU SEE	WHAT YOU DO THERE
Sources	Uploaded files, links, and text	Add sources, open a source, or uncheck sources you do not want included.
Chat	Summary, questions, answers, and citations	Ask NotebookLM to explain, compare, extract, or draft from selected sources.
Studio	Generated assets	Create reports, study guides, FAQs, audio/video overviews, mind maps, quizzes, slide decks, or infographics.

5 Build a Chiropractic Protocol — Full Example

Work through this exercise at your own pace. The goal is not to let AI invent care. The goal is to organize and explain the practice's already-approved sources.

- 1 **Choose only the relevant sources.** In the Sources panel, check only the documents that should support this protocol. Uncheck unrelated front-desk, marketing, or billing documents.
- 2 **Ask for an evidence map.** Start by learning what each source contributes.

 COPY + PASTE PROMPT

→ Paste into the Chat box

Create a source map for these documents. For each source, list: its purpose, the patient population it addresses, key recommendations, contraindications or cautions, and the date or version if shown. Do not add information that is not in the sources.

- 3 **Ask for agreement and disagreement.** This helps the clinician see whether the sources are aligned.

 COPY + PASTE PROMPT

→ Paste into the Chat box

Compare the selected sources. Create three sections: points of agreement, points of difference, and information that is missing or unclear. Cite every claim.

- 4 **Draft the protocol.** Ask for a structured draft that clearly separates source content from unanswered decisions.

Using only the selected sources, draft a clinic protocol for [CONDITION]. Include: 1. Purpose and scope; 2. Appropriate patient population; 3. Intake and screening steps; 4. Red flags, contraindications, and referral triggers stated in the sources; 5. Examination or assessment steps stated in the sources; 6. Care pathway or intervention options stated in the sources; 7. Reassessment checkpoints; 8. Home-care education; 9. Documentation reminders; 10. Items requiring clinician decision. For every section, cite the supporting source. When the sources do not provide an answer, write “Not specified in the selected sources.” Do not invent recommendations.

- 5 **Review with a clinician.** Open every citation tied to red flags, contraindications, referral criteria, frequency, duration, and reassessment. Revise the protocol outside NotebookLM only after clinical approval.
- 6 **Create a patient version.** Once the professional protocol is approved, ask for a plain-language educational draft.

Turn the approved source material into a one-page patient education handout. Audience: adult chiropractic patient. Reading level: approximately 6th grade. Tone: calm, clear, non-alarming. Include: what the condition is, what the visit may include, common self-care instructions stated in the sources, warning signs that require contacting a clinician, and a reminder that individual care varies. Do not promise outcomes. Do not add medical advice that is absent from the sources.

- 7 **Create staff training.** Use the same notebook to teach consistent implementation.

Create a 10-question staff quiz from these sources. Include 7 multiple-choice questions and 3 scenario questions. Put the answer key and source citations after the quiz.

6 Use the Studio Panel

The Studio panel turns the same source set into different learning formats. Feature availability can vary by account.

STUDIO OUTPUT	CHIROPRACTIC USE
Briefing document	A concise overview for a doctor or manager before a meeting.
FAQ	A ready-to-review list of common questions and answers.
Study guide	Key terms, questions, and structured learning material for staff.
Audio Overview	A podcast-style conversation about the sources. Useful for training during a commute.
Video Overview	Narrated slides that explain the sources visually. Useful for staff training and onboarding.
Mind map	A visual map of main ideas and relationships.
Quiz / flashcards	Practice material for onboarding or continuing education.
Slide deck / infographic	A draft visual asset that still requires clinical and brand review.
Deep Research	Can build a cited source list from the open web. Use with caution — for approved clinic policy, keep to sources your practice has vetted.

7 Prompt Formula for Complete Beginners

A useful NotebookLM prompt has four pieces:

1 • SOURCE BOUNDARY

"Using only the selected sources..."

2 • TASK

"Compare the protocols..."

3 • FORMAT

"Use a table with these columns..."

4 • GUARDRAIL

"Cite every claim and mark missing information..."

 COPY + PASTE PROMPT

→ Paste into the Chat box

Using only the selected sources, [TASK]. Present the result as [FORMAT]. Cite every factual statement. Clearly label anything that is missing, inconsistent, or requires clinician judgment.

FOLLOW-UP PROMPTS THAT IMPROVE WEAK ANSWERS

- Which source supports that statement?
- Show me the exact passage behind this recommendation.
- What did you infer that was not explicitly stated?
- Where do the sources disagree?
- What important information is missing?
- Rewrite this without adding any facts outside the sources.
- Make this easier for a new front-desk employee to understand.

Recommended Notebook Structure

NOTEBOOK	SUGGESTED CONTENTS
01 — Clinical Protocols	Approved care pathways, screening guidance, reassessment standards, referral criteria.
02 — Patient Education	Approved handouts, FAQs, exercise instructions, condition explanations.
03 — New Patient Journey	Intake scripts, scheduling, forms, first-visit expectations, follow-up workflow.
04 — Staff Training	Role guides, onboarding, quizzes, meeting notes, training recordings.
05 — Operations and SOPs	Opening/closing, inventory, communication, incident procedures, billing workflows.
06 — Research Library	Guidelines and papers organized by topic. Keep this separate from approved clinic policy.

Quality and Safety Review

Before using any NotebookLM output in a practice, complete this review:

- ☐ Every clinical statement has a citation.
- ☐ The citation actually supports the statement.
- ☐ The output does not contain patient-identifying information.
- ☐ The source documents are current and approved.
- ☐ Red flags, contraindications, and referral triggers were reviewed by a licensed clinician.
- ☐ No outcome guarantees or unsupported claims were added.
- ☐ The patient version is understandable and does not overstate evidence.
- ☐ The final document has an owner, approval date, and review date.



NotebookLM organizes information. The practice remains responsible for privacy, clinical judgment, policy approval, and patient communication.

PROBLEM	TRY THIS
The answer is too generic	Select fewer, more relevant sources. Ask for a specific format and require citations.
It invented a detail	Ask: "Which exact source states this?" Then ask it to rewrite using only explicit source content.
It used the wrong document	Uncheck unrelated sources in the Sources panel and run the prompt again.
The patient handout sounds technical	Specify the audience, reading level, tone, length, and words to avoid.
A source will not upload	Try saving it as a clean PDF or DOCX. Confirm you have access and the file is not corrupted.
The protocol sources conflict	Ask for a disagreement table. Do not ask NotebookLM to decide which is clinically correct.
The notebook is becoming messy	Create a new notebook for a narrower topic and use consistent file names.

One-Page Beginner Checklist

- ☐ Sign in at notebooklm.google.com.
- ☐ Click Create new notebook.
- ☐ Upload two to five documents that are relevant to the content topic you're creating for this notebook, as well as any resource links or YouTube videos.
- ☐ Rename the notebook clearly.
- ☐ Check the source list.
- ☐ Ask for a five-bullet summary using only the sources.
- ☐ Click at least one citation and verify it.
- ☐ Ask NotebookLM to compare, organize, or explain — not diagnose.
- ☐ Create one Studio asset, such as an FAQ or Audio Overview.
- ☐ Have the appropriate clinician or owner review the output before use.



RESOURCE

Official Google Help: support.google.com/notebooklm

This educational guide is not medical, legal, privacy, or compliance advice. Follow your practice's policies and applicable requirements.