MY FISIO AGENDA

Agenda Guide

Complete handbook for physiotherapists

The calendar and clinical-management software for physiotherapists and physiotherapy clinics.

myfisioagenda.com

User guide · English · October 2026

Contents

★ Highlights 2

🚀 GETTING STARTED

1 Plans and pricing 3

2 Import contacts and appointments 4

3 Welcome and main dashboard 7

📅 YOUR AGENDA

4 Your agenda: week, month and live session 8

5 Create and manage appointments 11

6 Agenda blocks 13

7 Working hours 15

👥 YOUR PATIENTS

8 Patients and contacts 16

9 The patient record 17

10 Minor patients 20

11 Your own fields in "Additional data" 22

12 Export the record as PDF 24

13 Informed consent 25

💶 PAYMENTS AND FIGURES

14 Session packs 27

15 Invoicing and VeriFactu 29

16 Issuer billing details 31

17 Statistics and reports 32

💬 STAYING IN TOUCH WITH PATIENTS

18 WhatsApp reminders 33

19 Patient portal and online booking 35

🧰 MORE TOOLS

20 Centers and rooms 37

⚙️ SETTINGS AND INTEGRATIONS

21 Google Calendar 38

22 Settings: subscription, appearance and security 39

Welcome to **My Fisio Agenda**. This guide walks you through everything you can do with your account: the calendar, recurring sessions and time blocks, your patients' records (minors included), the fields you choose to ask for, the record PDF, invoicing with VeriFactu, WhatsApp reminders, the patient portal and consent forms. Every screenshot comes from the real app with made-up sample data.

★ AT A GLANCE

Highlights

What you will use most from day to day, and where to read about it.

🔁 **Recurring sessions**
A patient's regular slot, every week, every 2, 3 or 4 weeks or monthly.
Chapter 5 · p. 11

🔒 **Agenda blocks**
Keep time free one day or every week. Patients never see it.
Chapter 6 · p. 13

🕗 **Working hours**
You decide which days and hours the portal offers.
Chapter 7 · p. 15

🗂️ **Your own record fields**
Pain area, VAS pain score, sport... whatever you need.
Chapter 11 · p. 22

🧒 **Minors with their guardians**
Guardian 1 and, if any, guardian 2, and who the invoices go to.
Chapter 10 · p. 20

✍️ **Consent with digital signature**
On screen or by link, with the PDF saved in the record.
Chapter 13 · p. 25

📊 **Statistics by session type**
Manual therapy, dry needling, exercise... and your income.
Chapter 17 · p. 32

🧾 **VeriFactu invoices**
From sessions to invoice, registered with the AEAT.
Chapter 15 · p. 29

💬 **WhatsApp reminders**
24 hours before, with buttons to confirm or cancel.
Chapter 18 · p. 33

📱 **The "My space" portal**
Their appointments and packs, and booking in your free slots.
Chapter 19 · p. 35

🚀 GETTING STARTED

1 Plans and pricing

📍 Where to find it | Settings › Subscription

My Fisio Agenda has **no lock-in** and the **first month is free**, no card needed. All three plans include the same clinical tools; what changes is the number of patients, the monthly quota of **VeriFactu invoices** and **automatic WhatsApp reminders**, and the file storage. Manual WhatsApp reminders are unlimited on every plan.

🌱 Semilla

4,99 € / month

For physios starting out or with few patients.

- **Patient portal**
- Up to 15 patients
- Agenda, session packs, clinical records and consents
- 20 VeriFactu invoices / month
- 20 automatic WhatsApp reminders / month
- Unlimited manual WhatsApp reminders
- 20 MB of file storage

⭐ Junior

19,99 € / month

For self-employed physiotherapists with a steady caseload.

- **Patient portal**
- Unlimited patients
- Unlimited centers and rooms
- 100 VeriFactu invoices / month
- 100 automatic WhatsApp reminders / month
- Unlimited manual WhatsApp reminders
- 50 MB of file storage

MOST COMPLETE

🚀 Senior

29,99 € / month

For physios with a high volume of sessions.

- **Patient portal**
- Everything in Junior
- Unlimited patients, centers and rooms
- Unlimited VeriFactu invoices
- 250 automatic WhatsApp reminders / month
- Unlimited manual WhatsApp reminders
- 200 MB of file storage

1 month free, no card · No lock-in · VAT not included · myfisioagenda.com

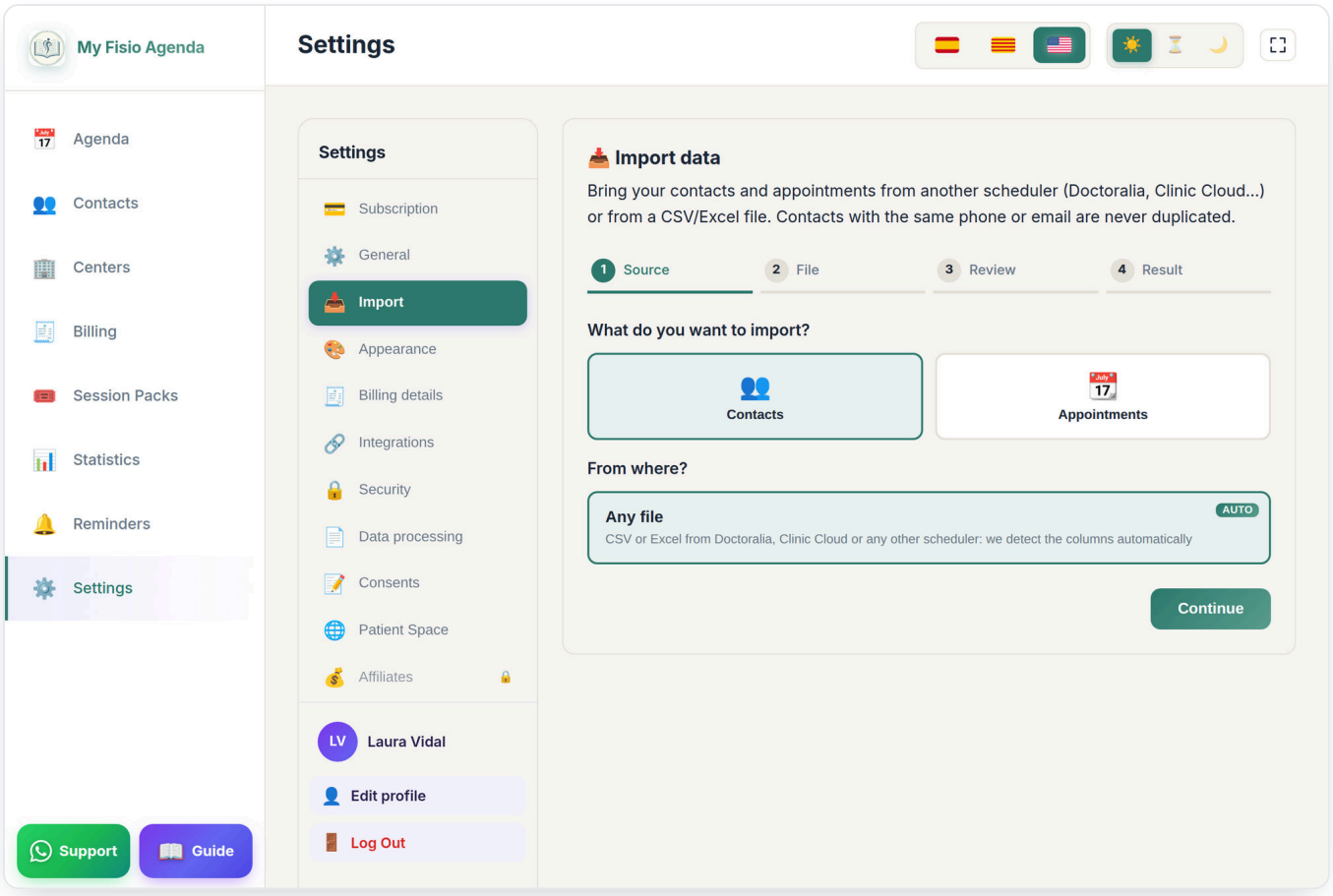
💡 **Tip:** Change or cancel your plan whenever you like from **Settings › Subscription**. File storage is per account, not per patient. Running a clinic with several physiotherapists? There are the **Center Mini**, **Medium Plan** and **Center Super** plans.

🚀 GETTING STARTED

2 Import contacts and appointments

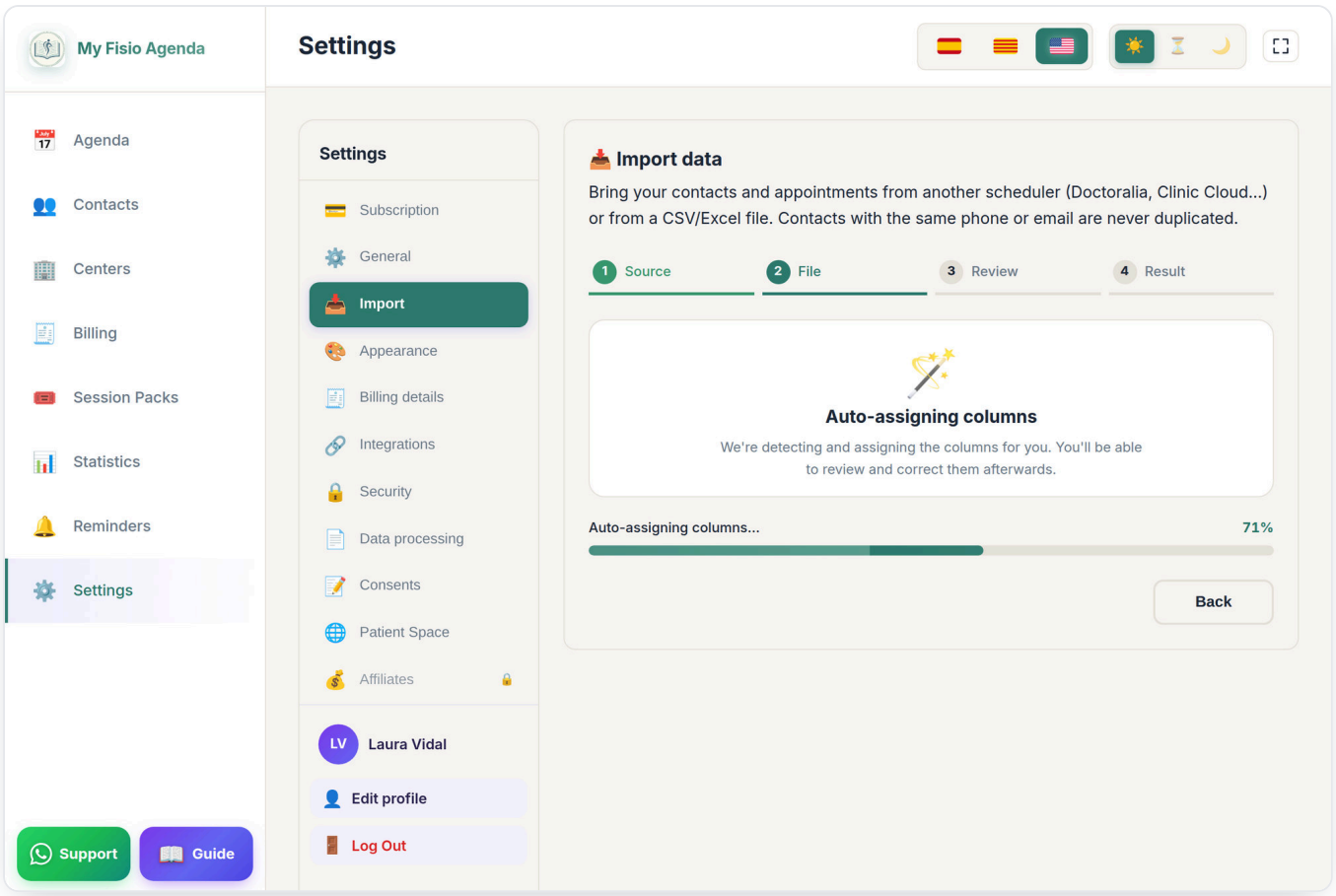
📍 Where to find it | Settings › Import

Bring in your patients and their appointments from **any CSV or Excel file** (for example, the one you export from your previous calendar or your patient spreadsheet), without typing anything by hand. It is the quickest way to get started.

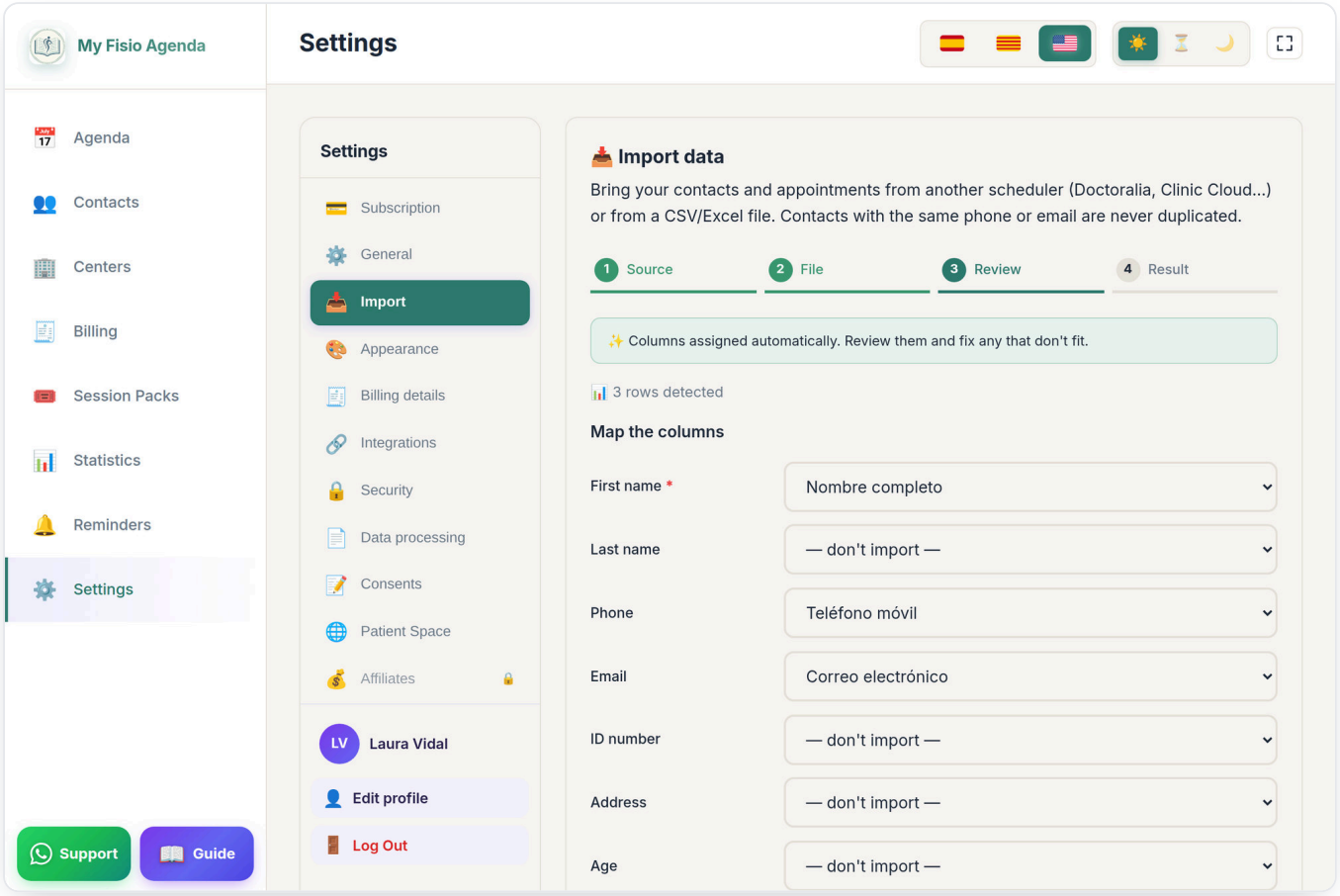


Settings › Import: choose whether you are importing contacts or appointments.

Upload the file (up to 200 MB). The wizard reads the columns and matches each one to its field (name, phone, email, reason for consultation...). Anything it is not sure about is left unassigned so you can decide.

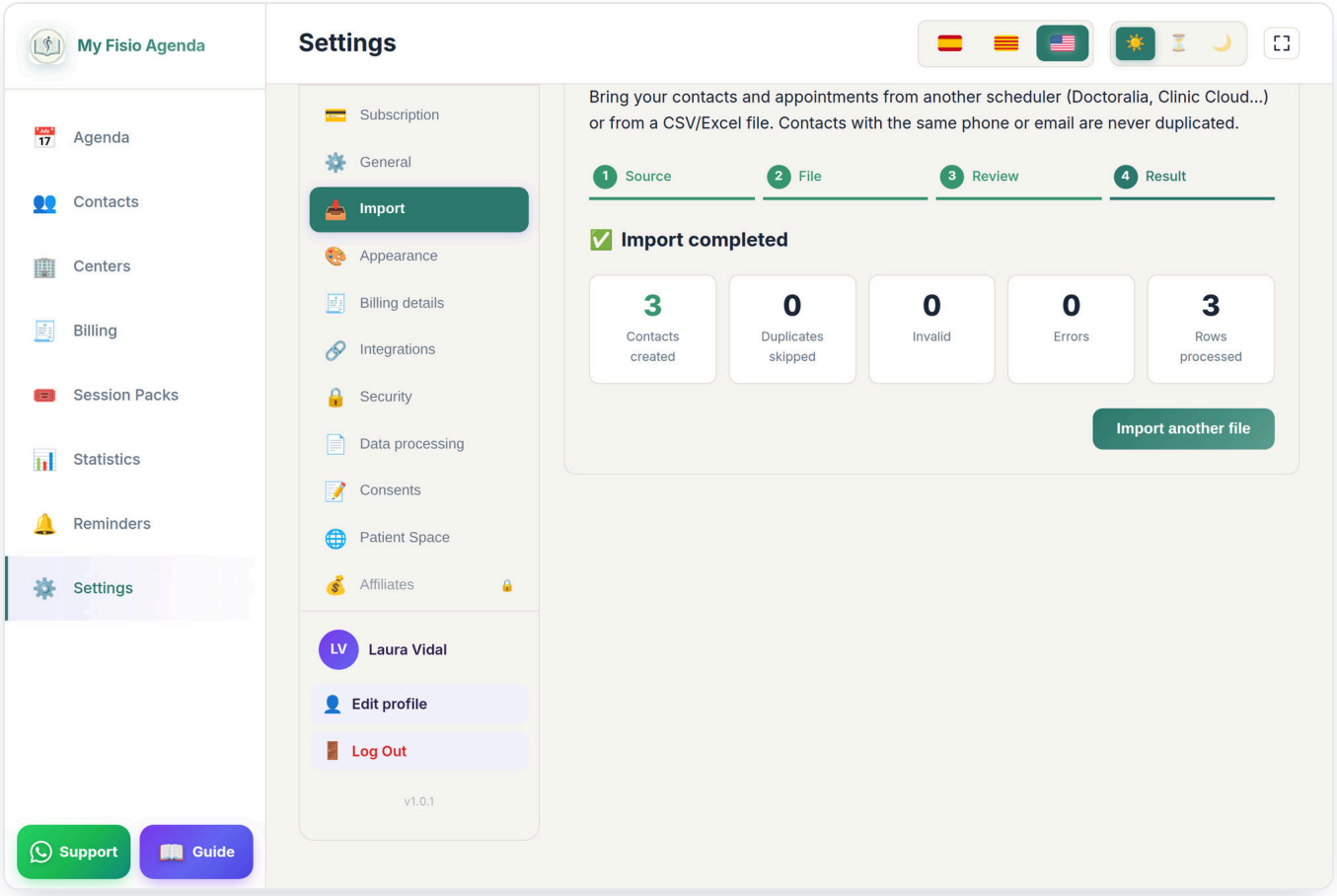


The wizard detects the columns and assigns them for you.



Check the matching (full name, mobile phone, email, reason for consultation, record number) and fix anything you want before importing.

1. Go to **Settings › Import**.
2. Choose what to import: **contacts** or **appointments**.
3. Upload the CSV or Excel file.
4. Check the column matching and correct it if needed.
5. Press **Import** and look at the final summary.



Summary: contacts created, duplicates skipped and rows with a problem.

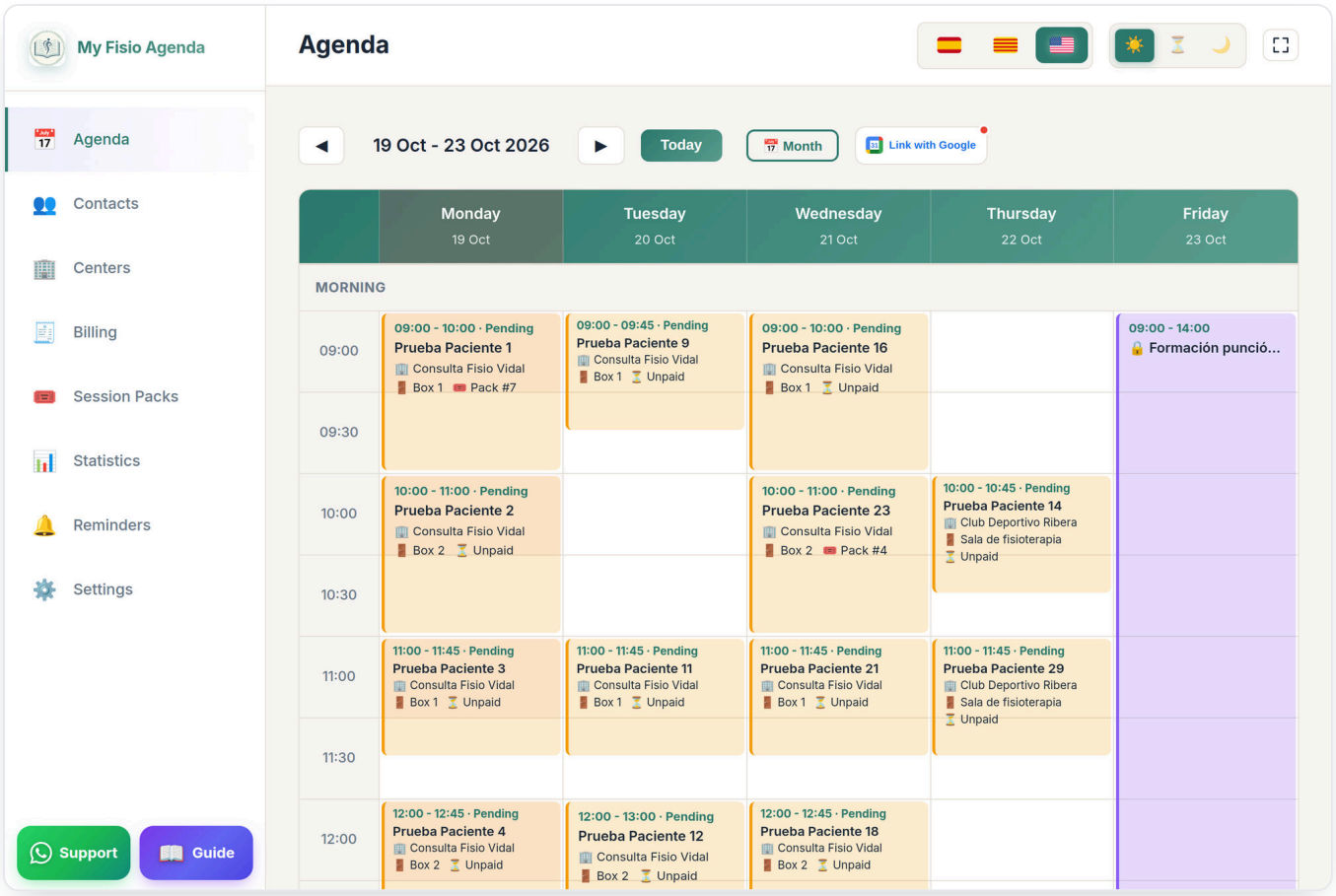
> 💡 **Tip:** Contacts with the same phone or email are never duplicated. If you import **appointments** for a patient who does not exist yet, the patient is created and linked to them. The file is deleted from the server when it finishes.

🚀 GETTING STARTED

3 Welcome and main dashboard

📍 Where to find it | Side menu

When you log in you land on your **Agenda**. The **side menu** holds every section: Agenda, Contacts, Centers, Billing, Session Packs, Statistics, Reminders and Settings. At the top right you switch language and theme (day, automatic or night) and turn on full screen.



The agenda with the side menu and the Support and Guide buttons.

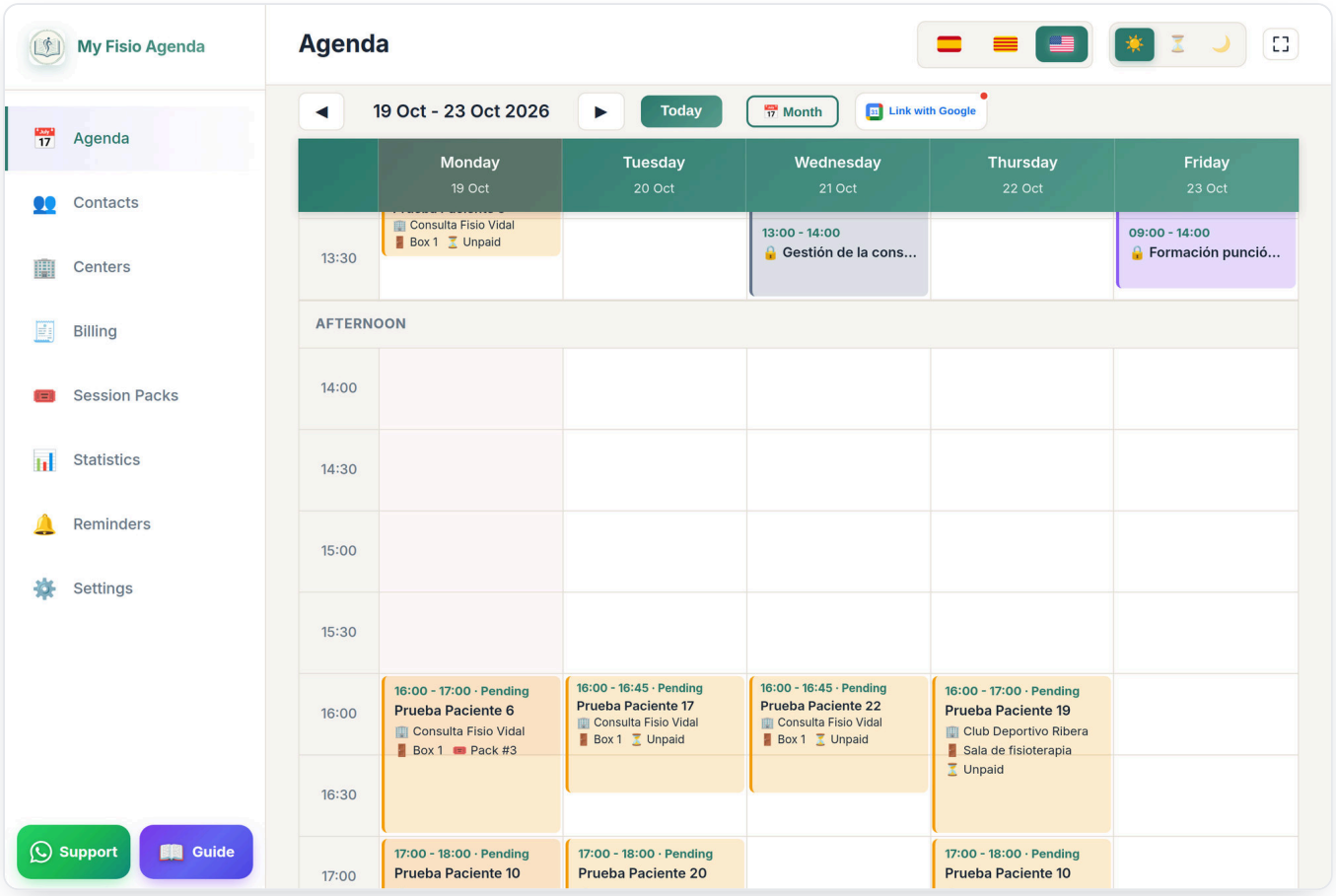
1. Click any item in the side menu to open it.
2. On a phone, open the menu with the ☰ icon.
3. At the bottom you have **Support** (chat with us on WhatsApp) and **Guide** (this very guide, inside the app).
4. Edit your profile (name and photo) in **Settings › Edit profile**.

> 💡 **Tip:** Before your first appointment, visit **Settings**: your billing details, your working hours and your account security. With that done, everything else works from day one.

4 Your agenda: week, month and live session

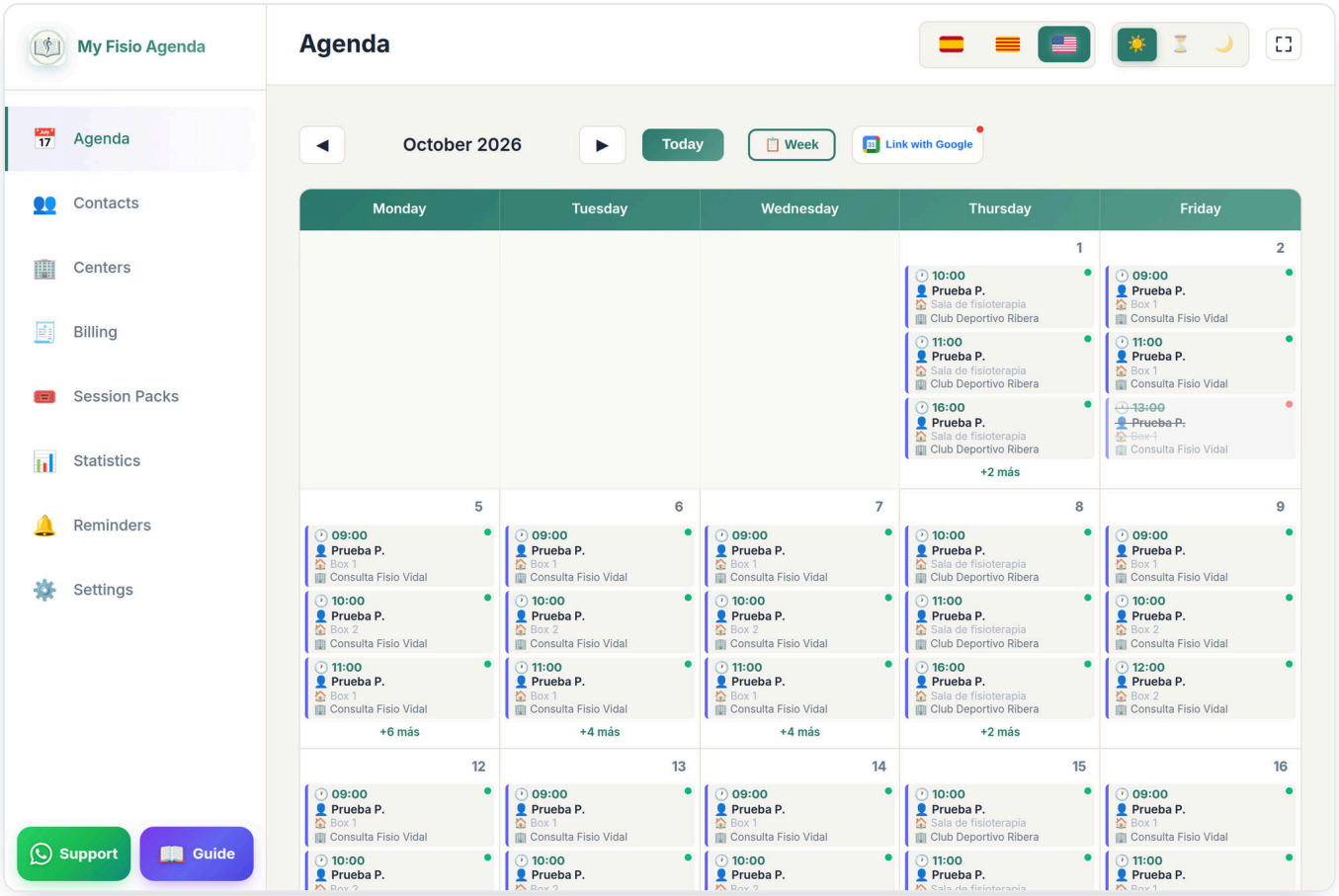
📍 **Where to find it** | Menu › Agenda

The **week view** splits each day into *Morning* and *Afternoon*. Every appointment shows its time, the patient, the center or room and how it was paid, and its colour changes with its status: **pending**, **completed** or **cancelled** (struck through). Blocks show a lock 🔒 and, if they repeat, their counter (for example "3/8") or 🔁 when they repeat forever.



Week view (19–23 October): sessions at Consulta Fisio Vidal and Club Deportivo Ribera, a weekly block and a one-day block.

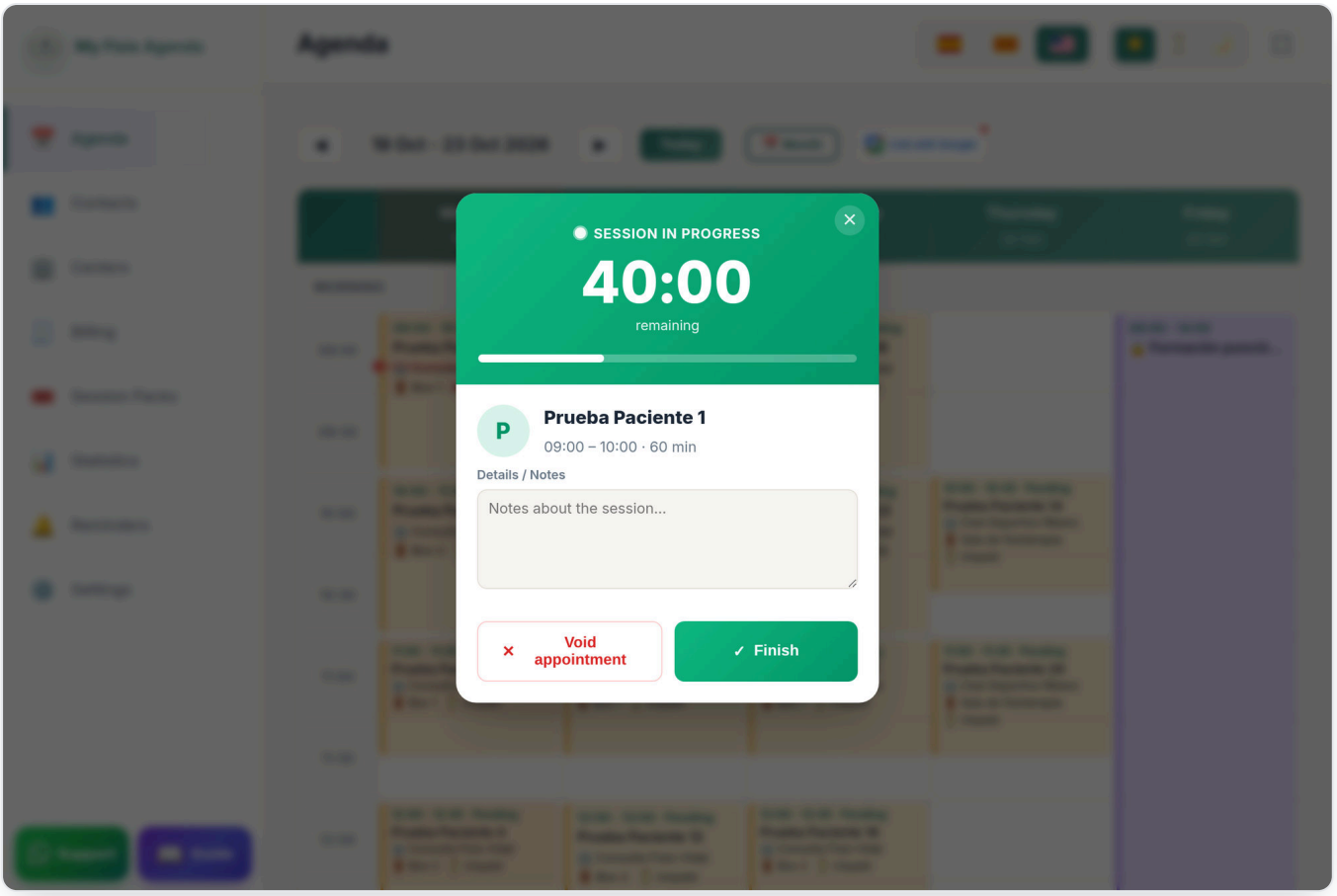
The **month view** is a full calendar for planning: each day lists its first appointments and a "+N more" when there are more.



Month view (October 2026) to spot free slots at a glance.

1. Press **Month** for the monthly view and **Week** to go back.
2. Move with ◀ and ▶; **Today** brings you back to the current day.
3. **Link with Google** connects your Google Calendar (chapter 21).

While a session is running you get the **live session alert**: a countdown, a space for notes and the **Finish** and **Void appointment** buttons. Turn it on or off in **Settings › Appearance**.

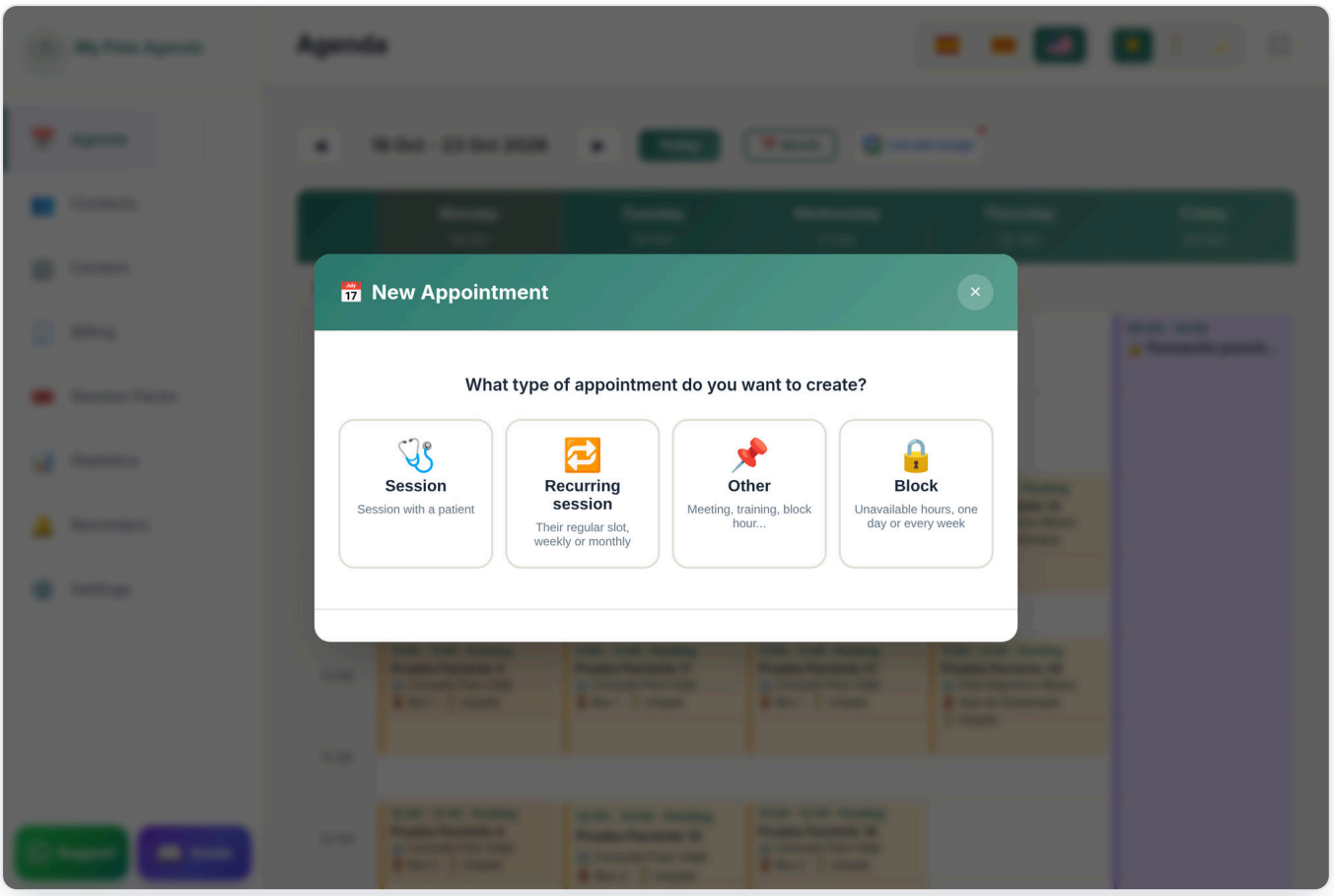


Live session alert with the time left.

5 Create and manage appointments

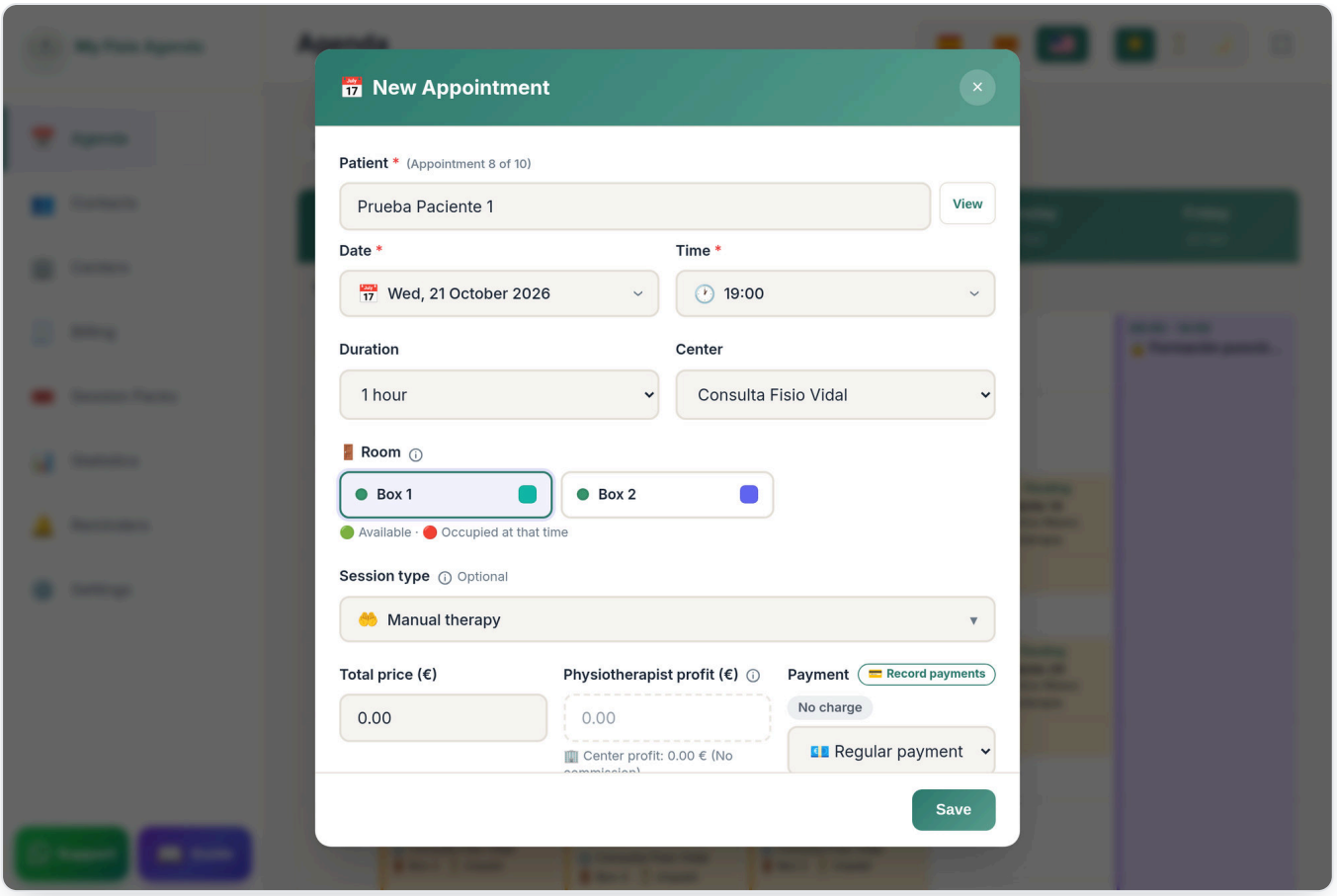
📍 **Where to find it** | Agenda › free cell › Session

Click a **free cell** in the agenda and choose what to create: a **Session** (with a patient), a **Recurring session** (their regular slot, repeating), **Other** (meeting, training…) or a **Block** (time you keep for yourself; see the next chapter).



What type of appointment do you want to create? Session, recurring session, other or block.

For a **Session**, search for the patient (the search ignores capitals and accents) and fill in date, time, duration, center and room, the **session type** (manual therapy, therapeutic exercise, dry needling, pelvic floor, sports physiotherapy…; it is optional and feeds your statistics), price and payment method. When you pick the patient, the app **remembers their last room and session type** and fills them in. Rooms show green when free and red when taken at that time.



New session: room and session type remembered from the patient's last appointment.

With **Recurring session** you book a patient's regular slot in one go: choose **how often** (every week, every 2, 3 or 4 weeks or once a month) and **how many sessions** to book ahead, or **Forever**. Before saving you see the resulting dates; if one of them is already taken, that session is skipped and nothing gets overwritten.

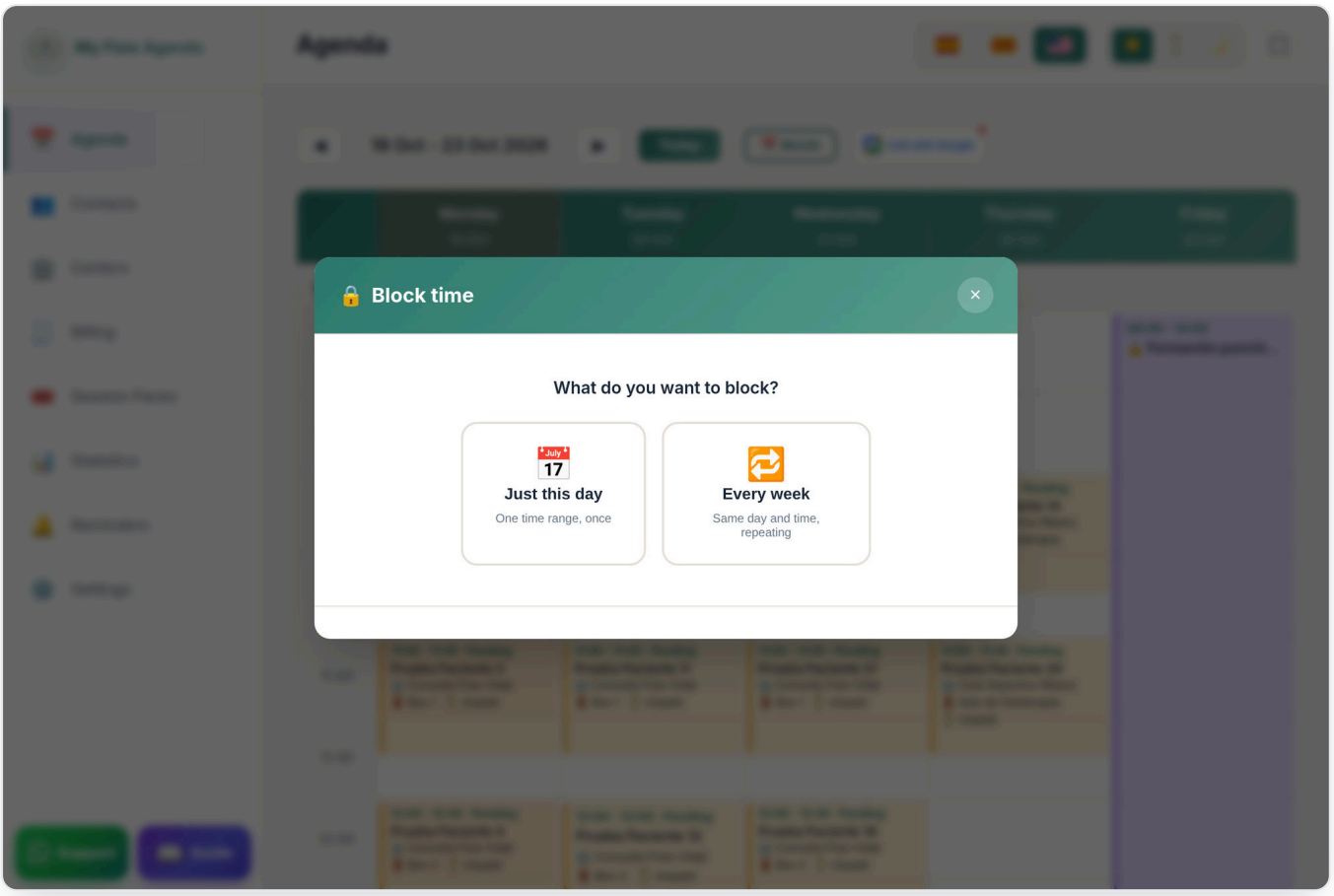
1. To change an appointment, **click it**, edit and save (that is also how you move it to another day or time).
2. To cancel or delete it, open it and press **Delete or Cancel**; when cancelling you can add a reason.
3. If the patient paid with a session pack, choose **Pack** as payment method: the session is deducted automatically.

> 💡 **Tip:** There is no drag and drop: to move an appointment, edit it and save the new date. For time you want to keep free, use a **Block**.

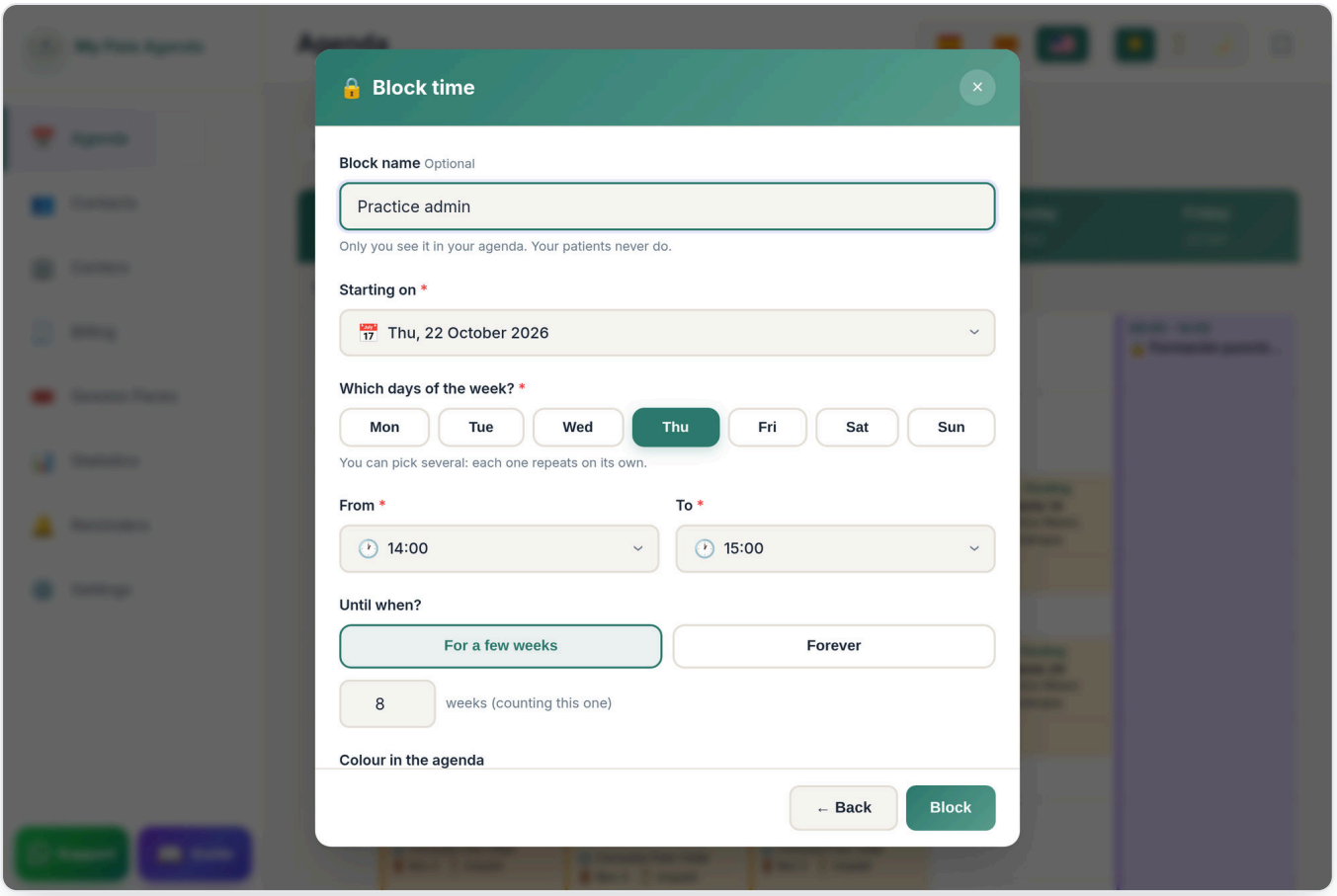
6 Agenda blocks

📍 **Where to find it** | Agenda › free cell › Block

A **block** marks time when you are not seeing patients: lunch, a training course, practice admin, a meeting. It can be for **just one day** or **repeat every week**. Those hours disappear from what your patients see in their portal, nobody can book them and only you see the block's name.



Block time: just this day or every week.



Weekly block: name, days, time range and until when it repeats.

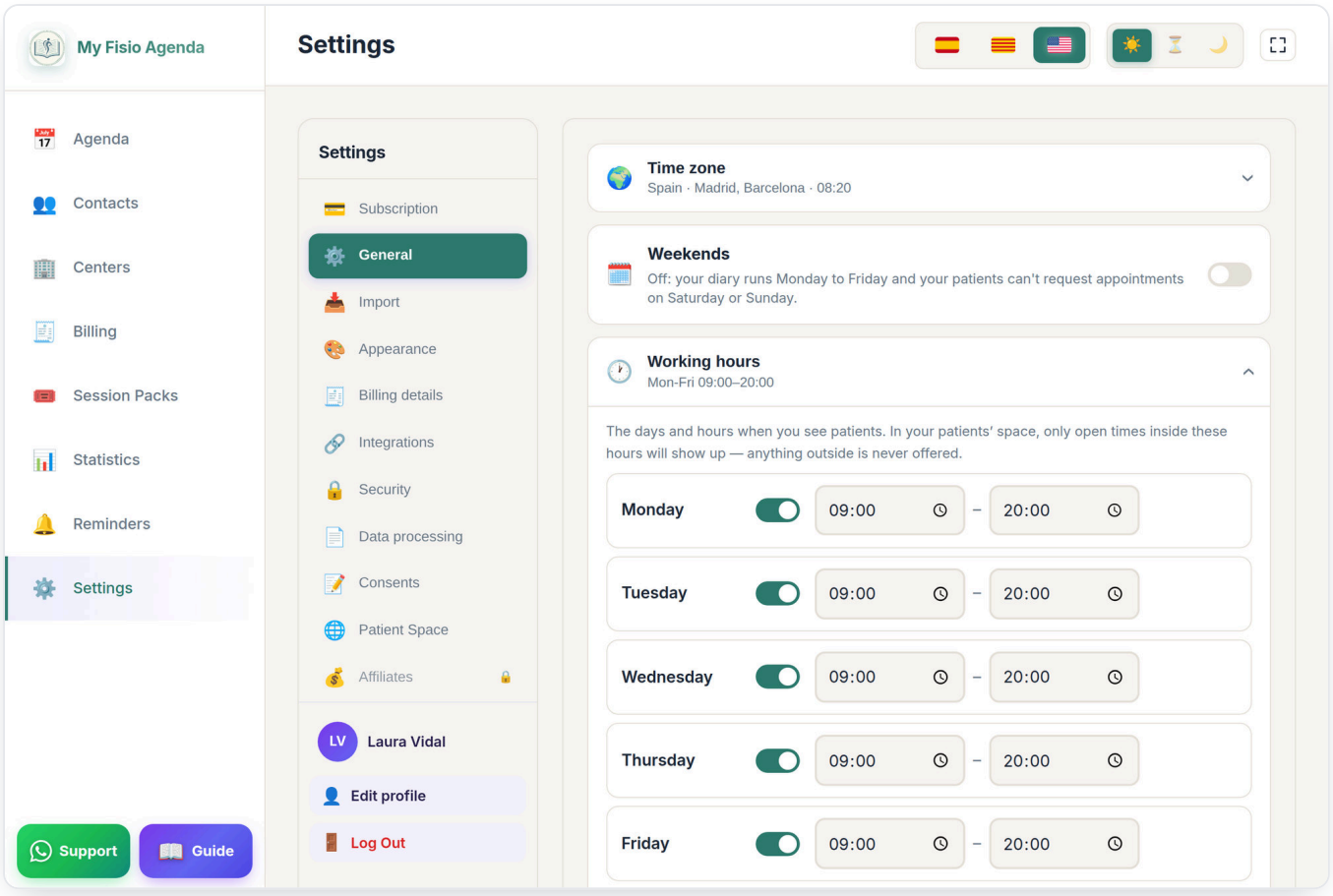
1. Click a free cell and choose **Block**.
2. Choose **Just this day** or **Every week**.
3. Give it a name (optional), the **From** / **To** range and, if weekly, the days. You can pick several: each one repeats on its own.
4. Under **Until when?** pick a number of weeks or **Forever**, and press **Block**.

> 💡 **Tip:** A block never overwrites an appointment: if you already had a session at that time on some day, that day is skipped and the app tells you. To remove it, open it and choose **Just this day** or **This one and all the following**.

7 Working hours

📍 **Where to find it** | Settings › General › Working hours

In **Settings › General › Working hours** you mark the days you work and from what time to what time. It is the availability your patients see: their portal (and your public booking page, if it is open) **only shows free slots within these hours**, and a day you do not work shows as a day with no consultations.



Working hours: Monday to Friday, 9:00 to 20:00.

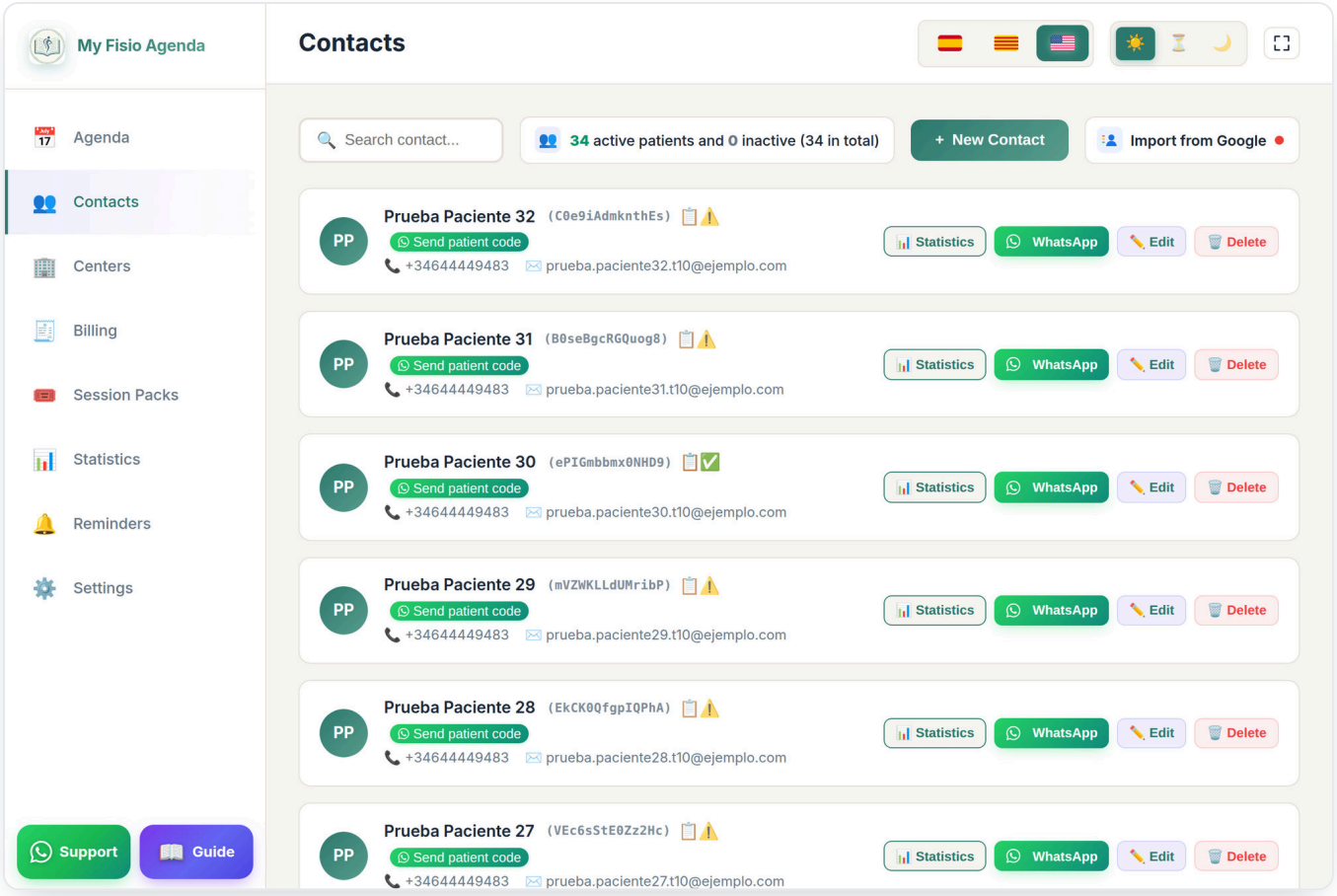
1. Turn each day on or off with its switch.
2. Set the start and end time for each day.
3. With **Apply this range to every day I work** you copy one schedule to the whole week.
4. Press **Save working hours**: your patients see the new availability without reloading.

> 💡 **Tip:** Working hours limit what patients are offered, not what you can book: if you see someone outside your hours, just create the appointment from the agenda.

8 Patients and contacts

📍 **Where to find it** | Menu › Contacts

All your patients are in **Contacts**, newest first. The **search** ignores capitals and accents. Each card has shortcuts to its **Statistics**, to **WhatsApp**, to **Edit** the record and to **Delete**.



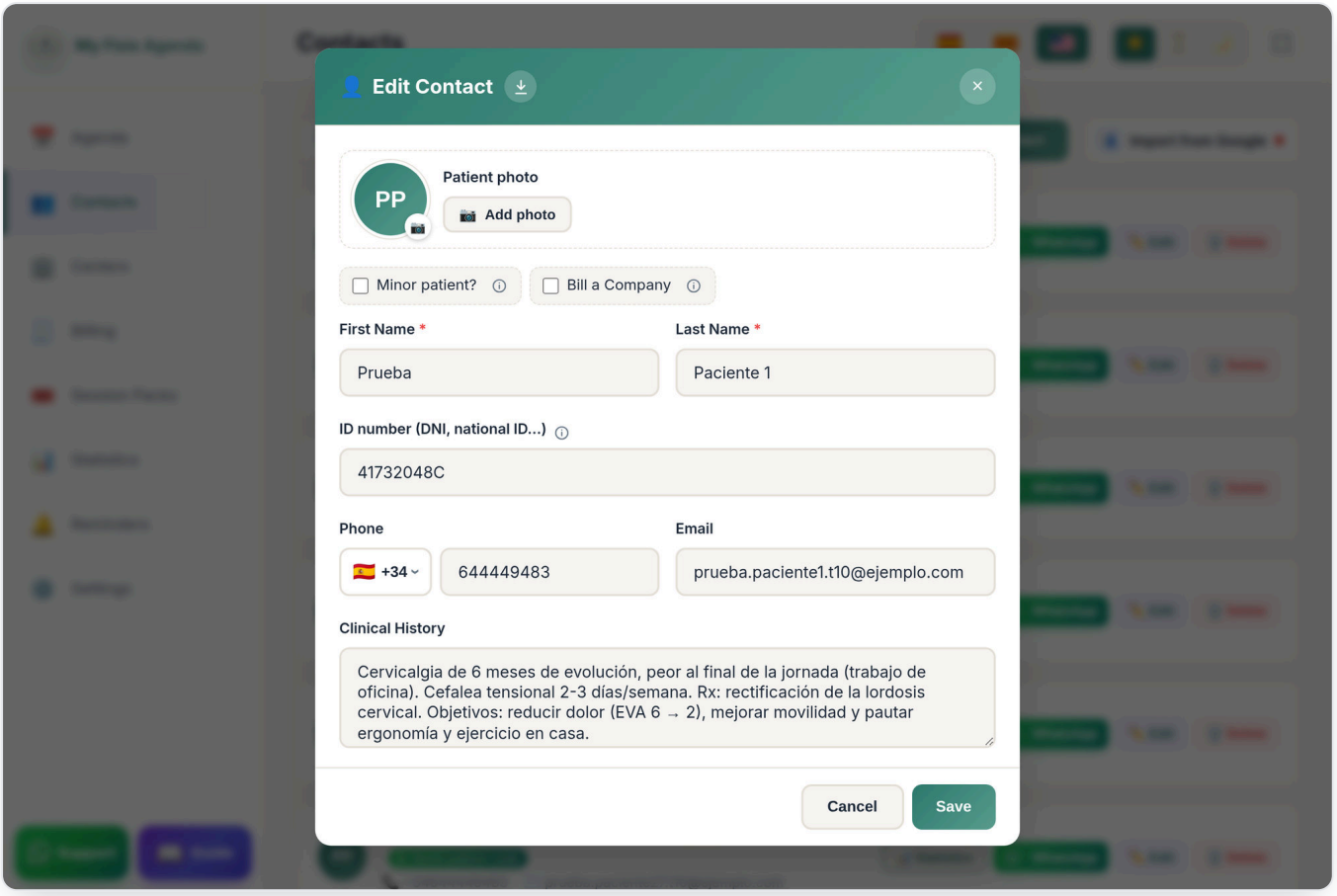
Patient list with search, activity card and shortcuts.

1. Press **New Contact** and choose **Create patient** (you fill in the record) or **Send form to the patient**: they get a link (valid for 48 hours), fill in their details on their phone —and sign the consent, if you want— and their record appears on its own.
2. **Statistics** opens that patient's progress: sessions, attendance, hours, income, cadence and next appointment.
3. The code in brackets is the patient's access to their portal; the green **Send patient code** button sends it to them on WhatsApp (chapter 19).
4. The 📋 icon tells you whether the consent is signed (✅) or still pending (⚠️).
5. The activity card at the top counts your active and inactive patients; click it to see the inactive ones (two months or more with no session and no upcoming appointment) and message them on WhatsApp.

9 The patient record

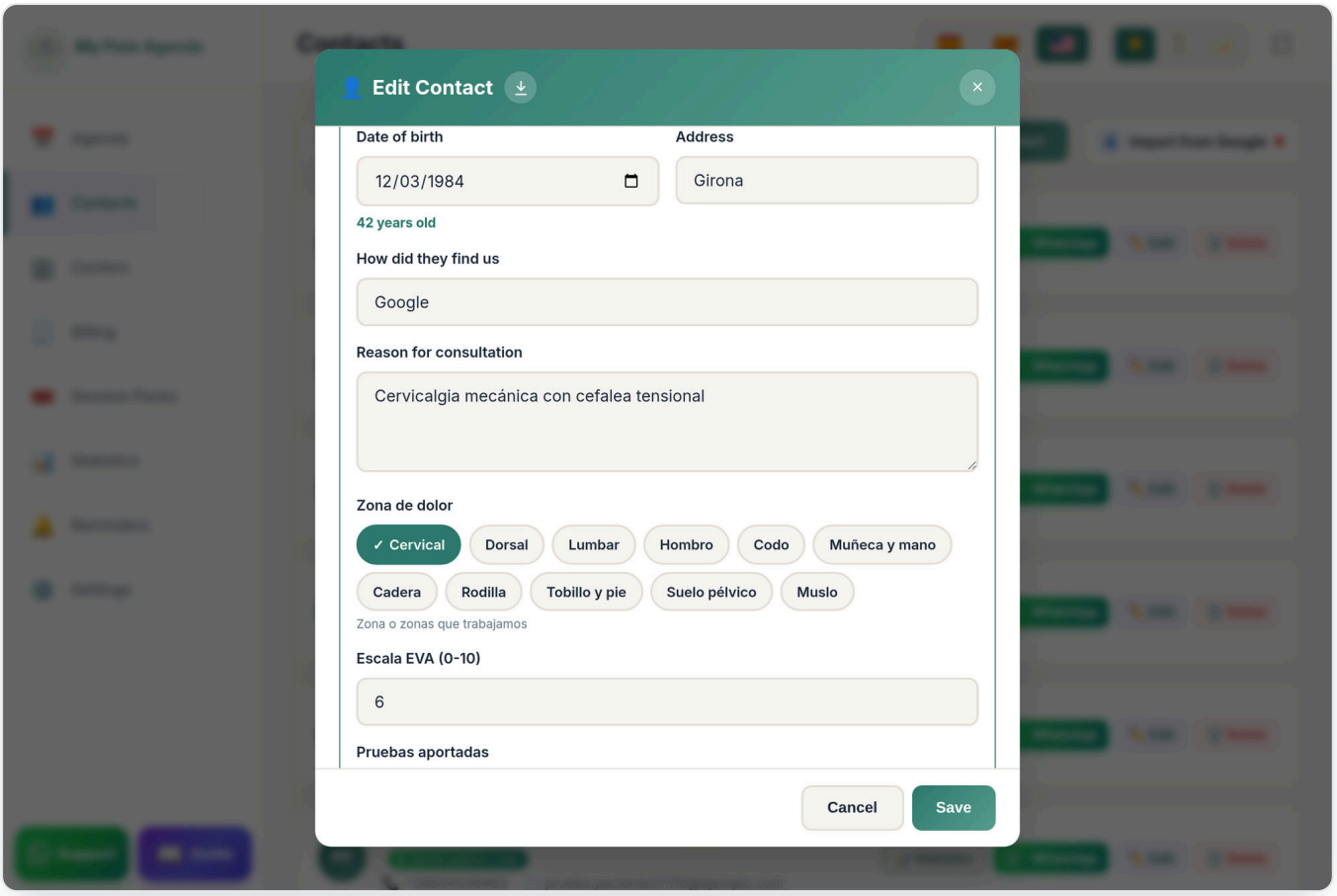
📍 Where to find it | Contacts › Edit

The record keeps everything about the patient in one place. At the top are the **Minor patient?** and **Bill a Company** switches; then first and last name (required), the **ID number** (needed for invoicing), the phone with its **country code**, the email and the **Clinical History**.



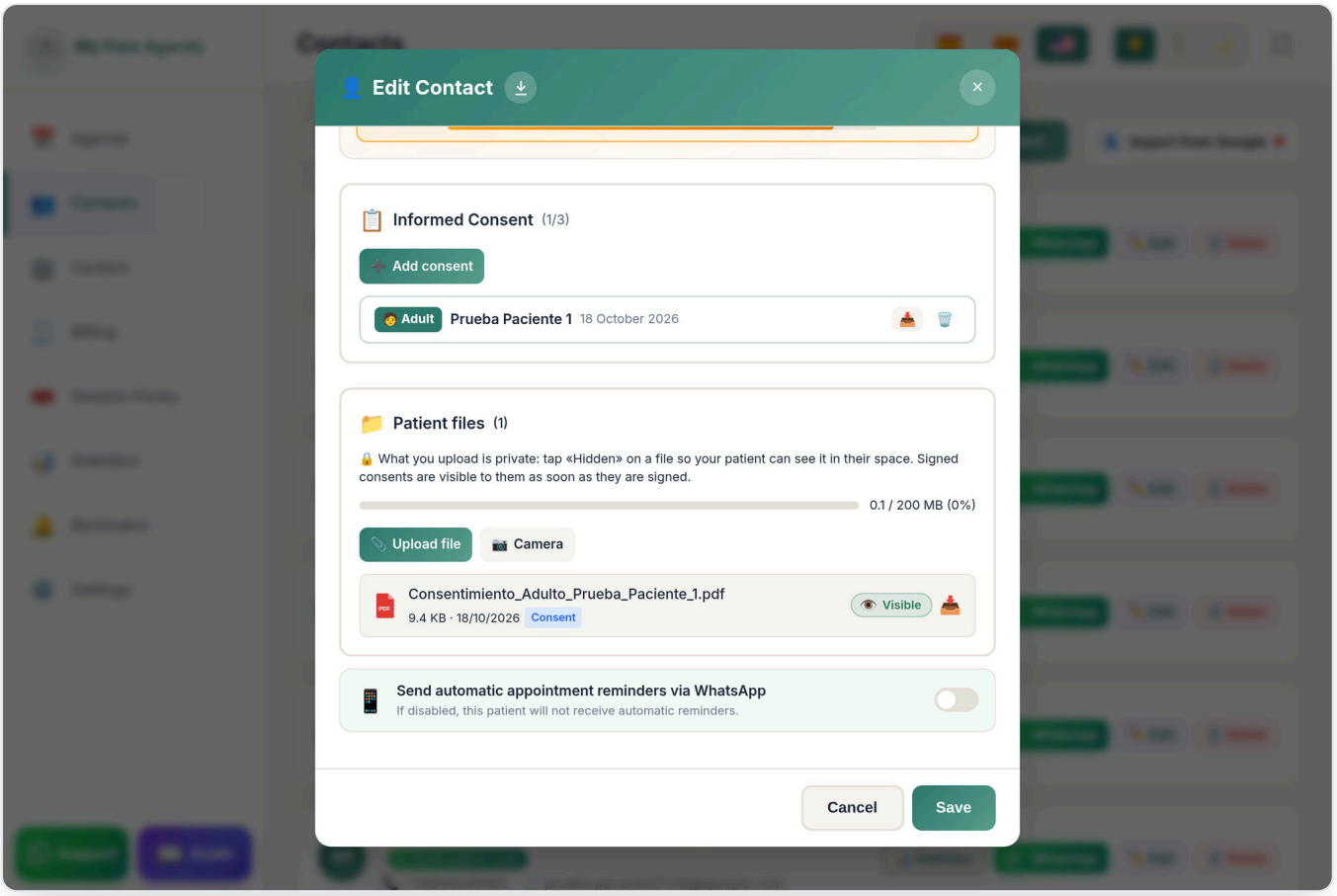
Prueba Paciente 1's record: basic details, phone with international code and clinical history.

Additional data is a drop-down with the fields you decide to ask for: built in, the date of birth (from which the age is worked out automatically), address, how they found you and reason for consultation, plus any you add (pain area, VAS pain score, who referred them...). The ⚙️ gear takes you to set them up (chapter 11).



Additional data opened, with the physiotherapist's own fields: pain area, VAS pain scale, tests provided, physical activity and referral source.

Further down are the **Informed Consent** (chapter 13), the **Patient files** (upload them or take a photo with the camera, such as a report or an imaging test; up to 25 MB per file within your plan's storage, and each one can be **hidden** or **visible** to the patient in their space) and the switch for that patient's **automatic WhatsApp reminders**.



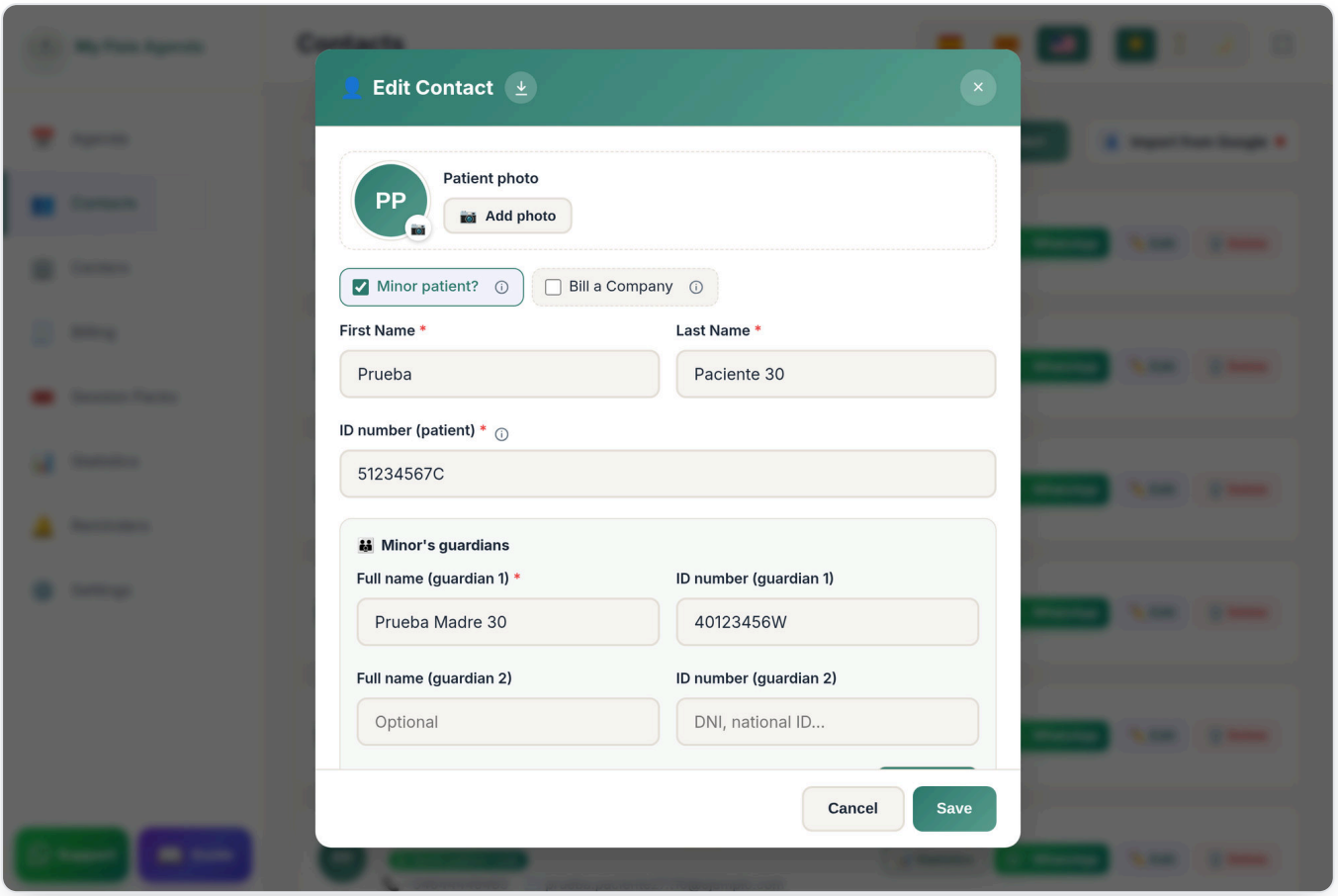
Signed consent, files and reminders at the end of the record.

> 💡 **Tip:** With **Bill a Company** turned on you enter the company name and tax ID, and that patient's invoices are issued to the company. If you close the record with unsaved changes, the app asks first.

10 Minor patients

📍 Where to find it | Record › Minor patient?

If you turn on **Minor patient?**, the record belongs to the minor: their name, surname and ID number (**ID number (patient)**) and, right below, their **guardians**' details: full name and ID number of **guardian 1** and, if there is one, **guardian 2**. The minor's name and ID number and guardian 1's name are required; guardian 2 and the guardians' ID numbers can be left blank.



A minor's record (Prueba Paciente 30): their details, guardian 1's (Prueba Madre 30) and who the invoices go to.

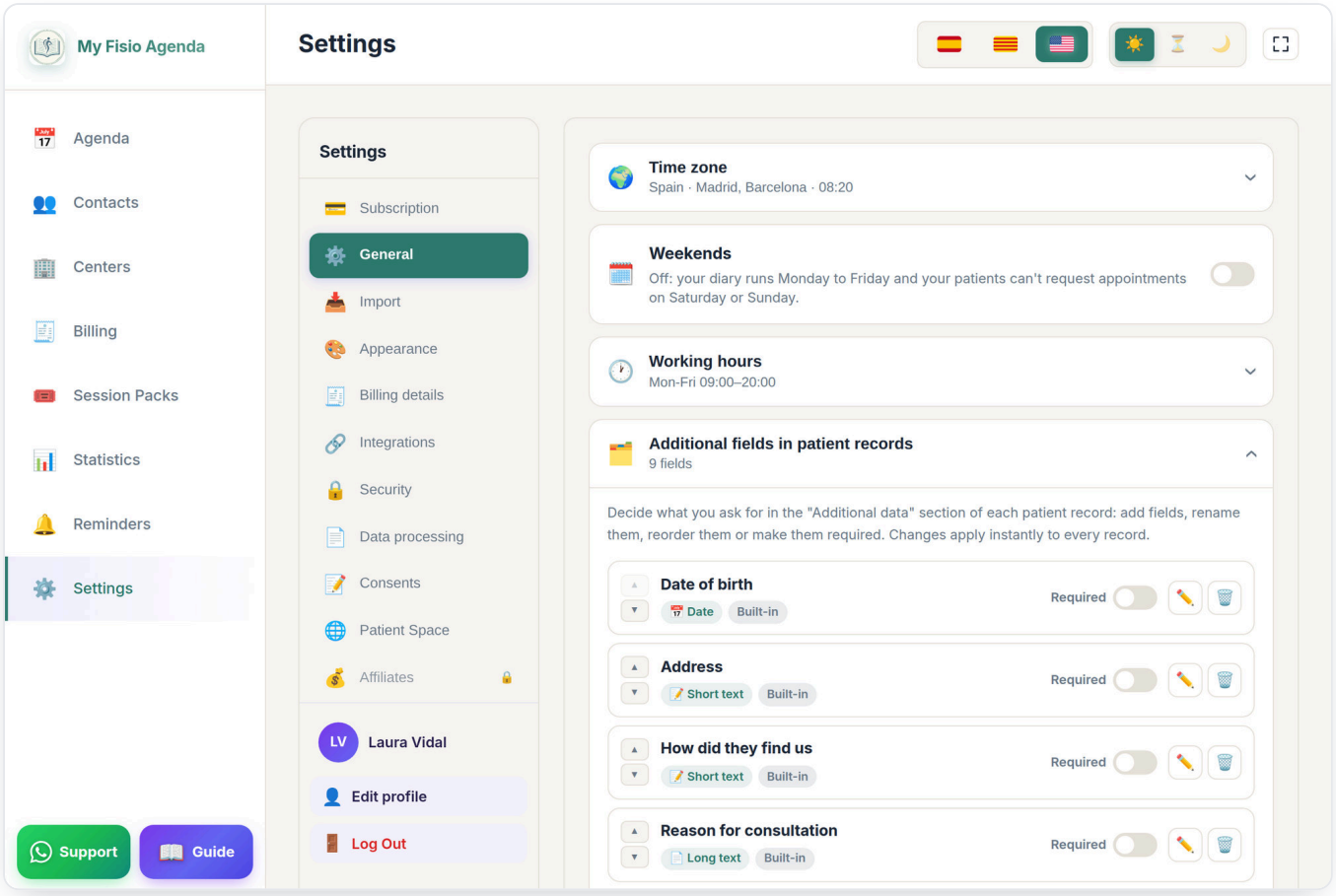
1. Turn on **Minor patient?** at the top of the record.
2. Fill in the minor's name, surname and ID number.
3. Fill in the guardians: guardian 1's name and, if there is one, guardian 2's, with their ID number if you have it.
4. Under **Invoices addressed to** choose **Guardian 1**, **Guardian 2** or **Split 50/50** (one invoice each): with no guardian 2, invoices go to guardian 1.

> 💡 **Tip:** These details are used automatically in the minors' consent form: the names and ID numbers of the minor and their guardians are filled into the text and the header of the signed PDF. If there is no guardian 2, the text leaves them out automatically; a missing ID number shows "[not specified]".

11 Your own fields in "Additional data"

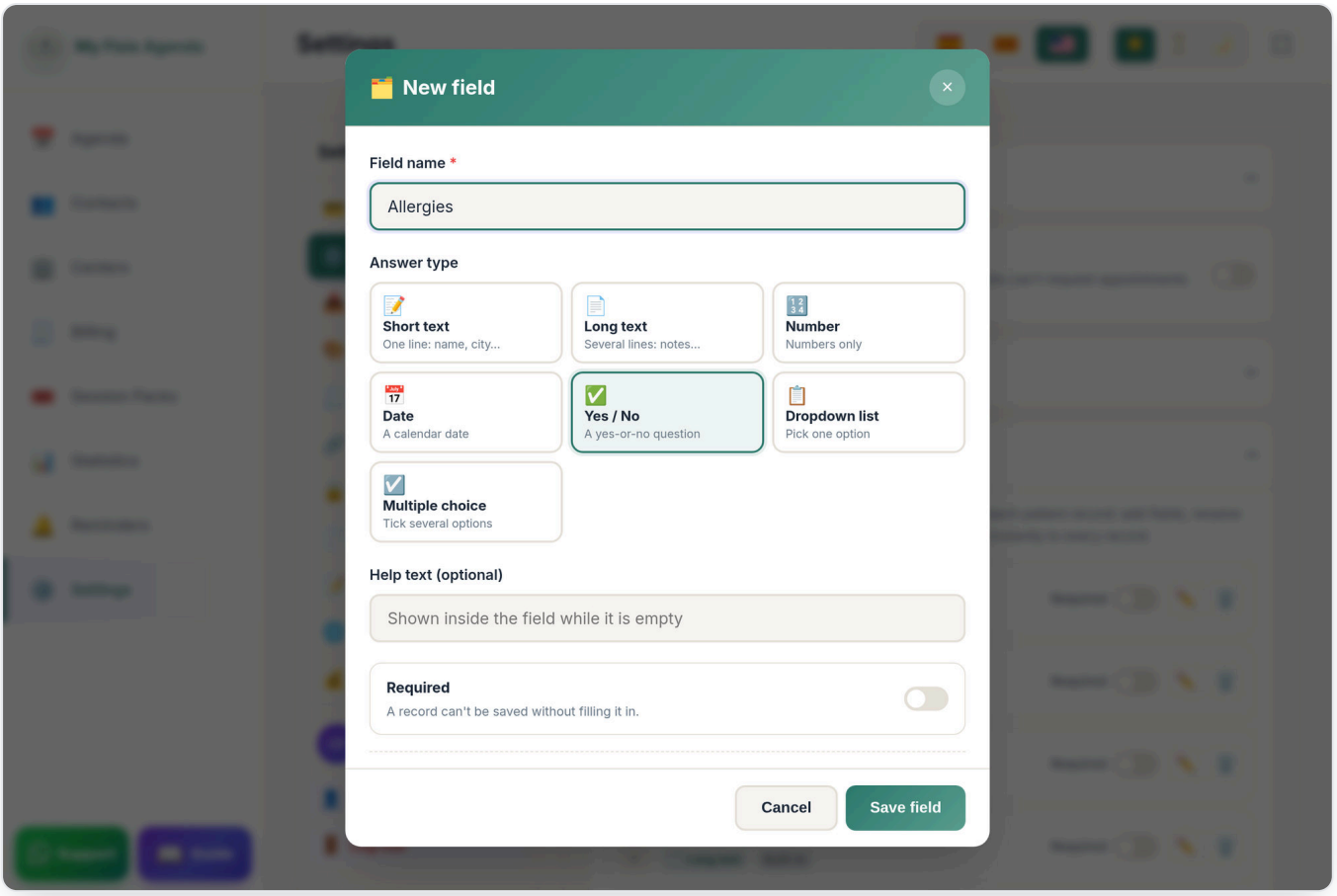
📍 **Where to find it** | Settings › General › Additional fields

Every physiotherapist asks different things. In **Settings › General › Additional fields in patient records** you decide what the "Additional data" drop-down asks for (pain area, VAS pain score, the sport they play...): add fields, rename them, reorder them or make them required. Changes apply straight away to every record, including existing ones.



Your fields: the built-in ones and those you created (pain area, VAS pain scale, tests provided...), with their type and whether they are required.

When you create a field you choose how it is answered: **Short text**, **Long text**, **Number**, **Date**, **Yes / No**, **Dropdown list** or **Multiple choice**. You can add a help text and preview how it will look in the record before saving it.



New Yes / No field: name, answer type, help text and required.

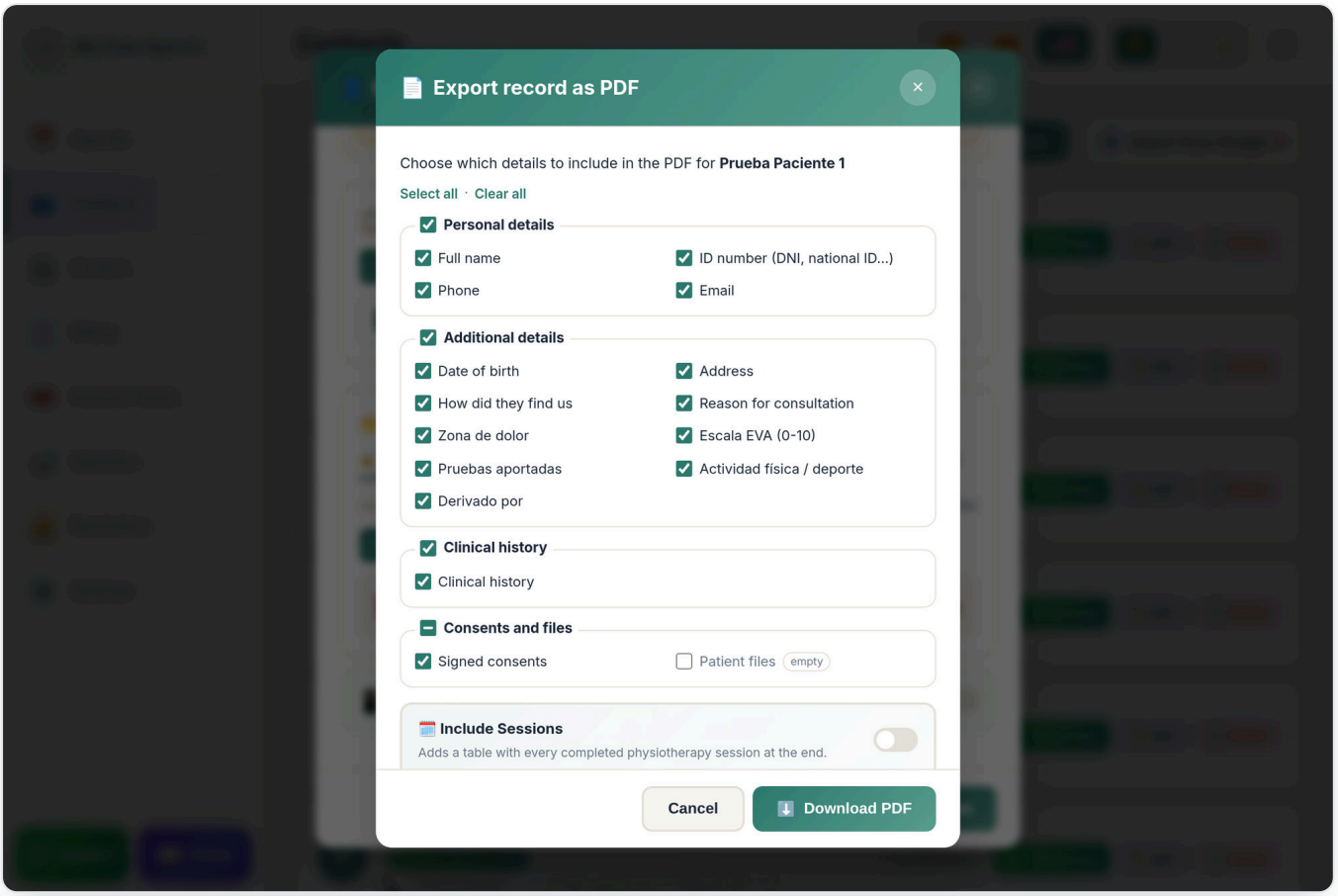
1. Go to **Settings › General** and open **Additional fields in patient records** (or press the ⚙️ in the record).
2. Press **Add field**, type the name and choose the answer type.
3. Tick **Required** if the record must not be saved without it, and save.
4. Reorder them with the ▲ ▼ arrows and edit them with the pencil.

> 💡 **Tip:** If you remove a field that some patient already has filled in, the app warns you first that that data will be lost.

12 Export the record as PDF

📍 **Where to find it** | Record › download icon ⬇

When another health professional or the patient asks for the record on paper, press the download icon next to the record's title. Choose which groups and fields are included (personal data, additional data, clinical history, consents and files) and, if you turn on **Include Sessions**, the PDF ends with a table of every completed session: date, time, duration and session type.



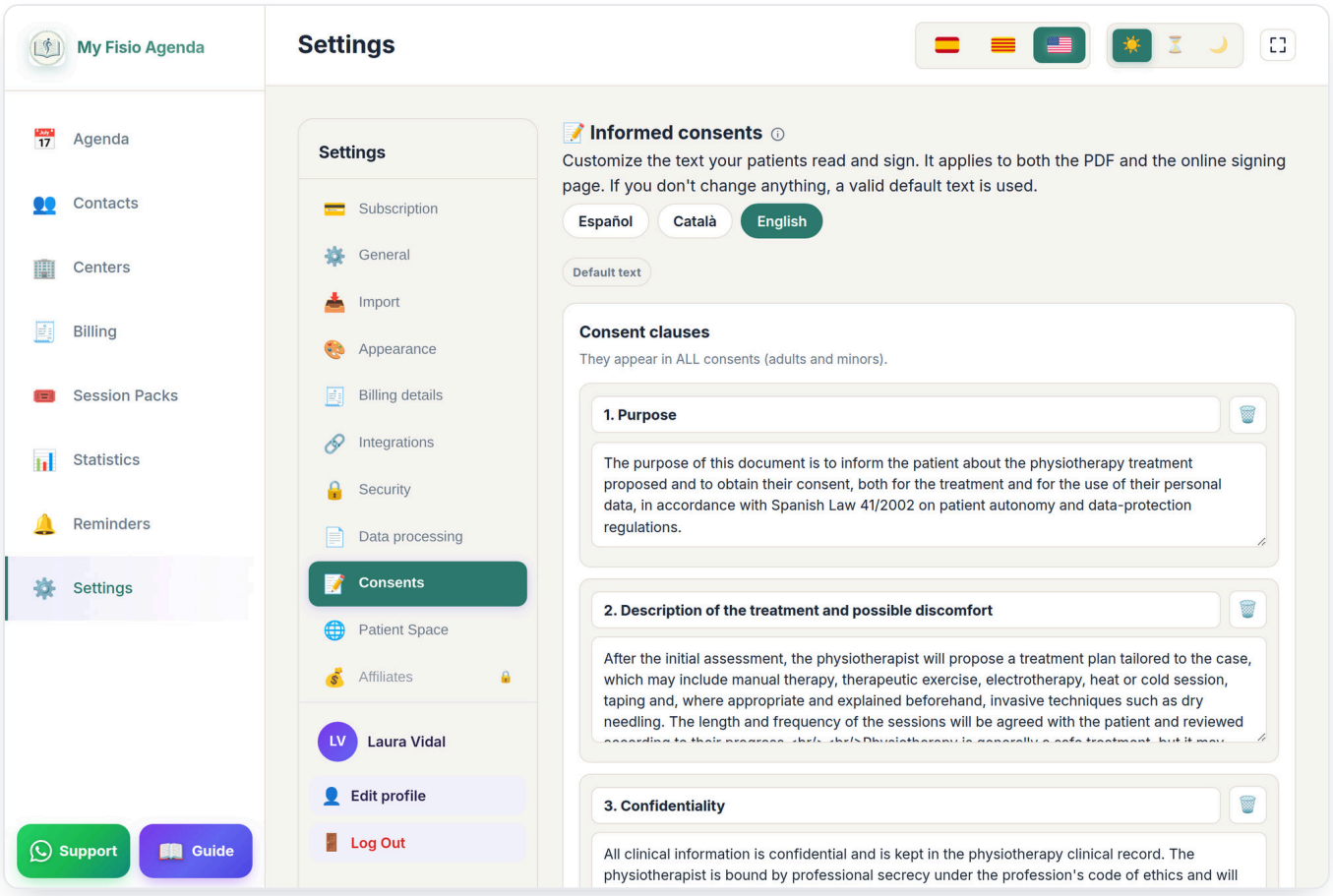
Export record as PDF: tick the data and decide whether to include the sessions.

> 💡 **Tip:** Empty fields are labelled "empty" and left unticked so you do not print blank lines. **Select all** and **Clear all** save you clicks.

13 Informed consent

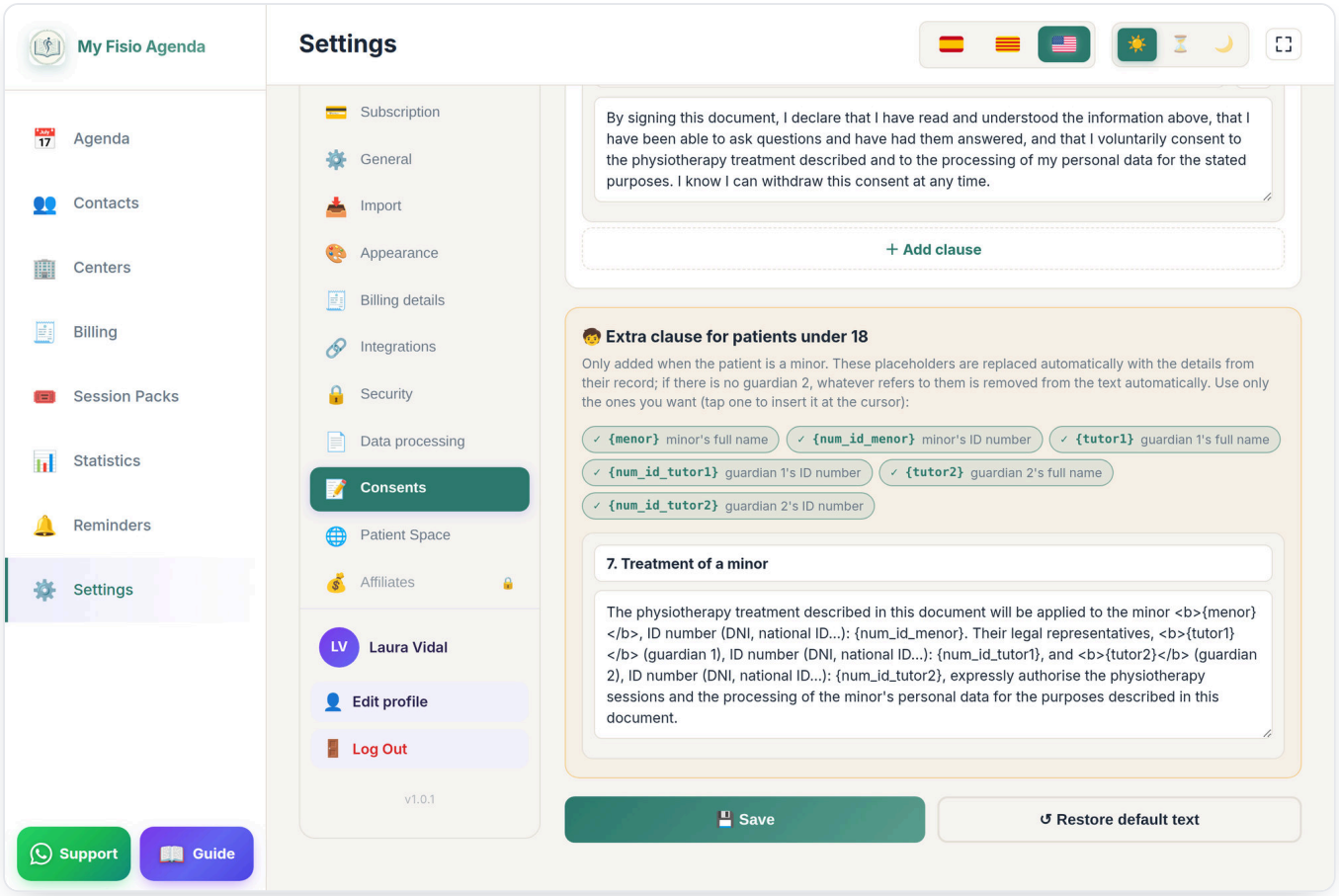
📍 **Where to find it** | Settings › Consents · Record › Add consent

In **Settings › Consents** you edit the consent text in each language (Spanish, Catalan and English): its clauses and an **extra clause for patients under 18**. That is the text used in the signed PDF and on the online signing page. If you change nothing, a default physiotherapy text is used.



The consent editor, with a tab per language.

In the minors' clause you can use the placeholders **{menor}**, **{num_id_menor}**, **{tutor1}**, **{num_id_tutor1}**, **{tutor2}** and **{num_id_tutor2}** (name and ID number —DNI, national ID...— of the minor and their guardians): when signing they are replaced with the record's details (an empty one shows "[not specified]"; with no guardian 2, whatever refers to them is removed automatically). Use only the ones you want; clicking one inserts it at the cursor, and those already in the text are ticked ✓.



Minors' clause with its placeholders.

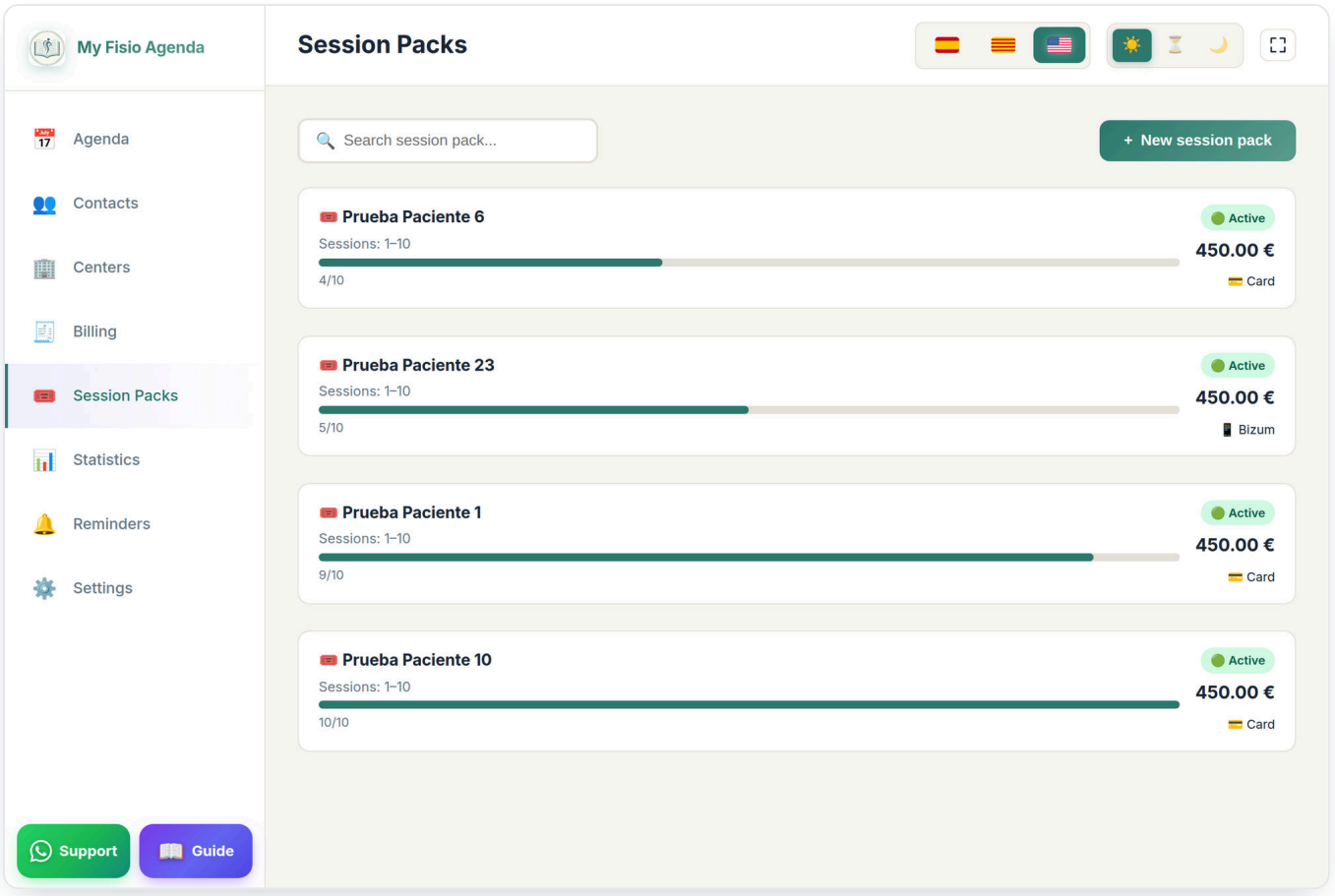
1. Edit the clauses and press **Save** (or **Restore default text**) in each language.
2. To sign, open the patient's record and press **Add consent**.
3. If the record belongs to a minor, the minor's consent is already selected, with the minor's and guardians' details.
4. Collect the **on-screen signature** at your practice or send a **link** so they sign on their phone. The signed PDF is saved in the record.

> 💡 **Tip:** Get the consent signed before the first session (it can also be signed inside the form you send when adding the patient). While you wait for a signature by link, the record shows it as pending.

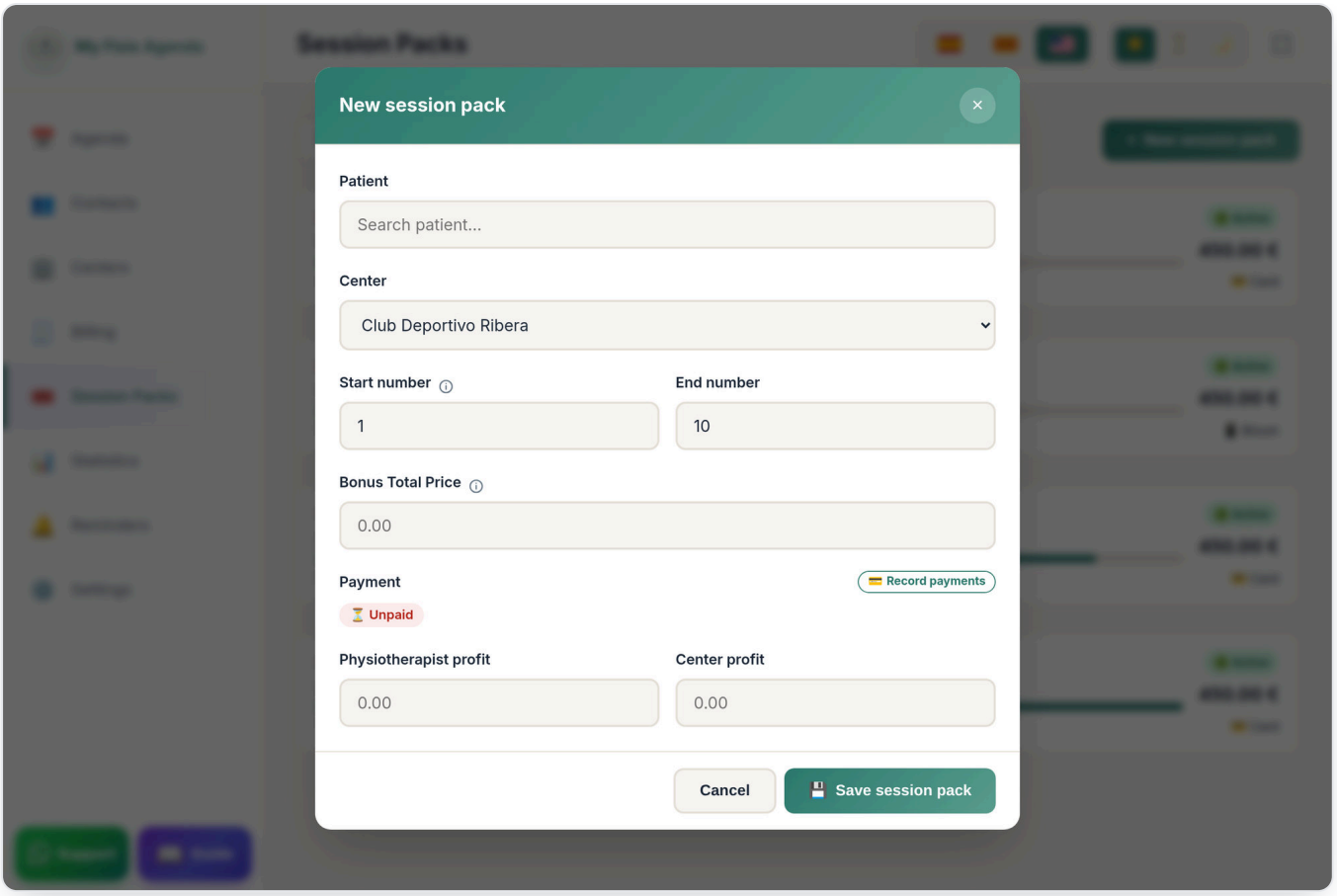
14 Session packs

📍 Where to find it | Menu › Session Packs

A **session pack** is a bundle of sessions the patient pays upfront. You set the patient, the range of sessions, the **total price** and the payment method. Each appointment paid with the pack is deducted and the agenda shows the session number ("Pack #4").



10-session packs, with the sessions used and the ones left.



New pack: patient, sessions, price and payment.

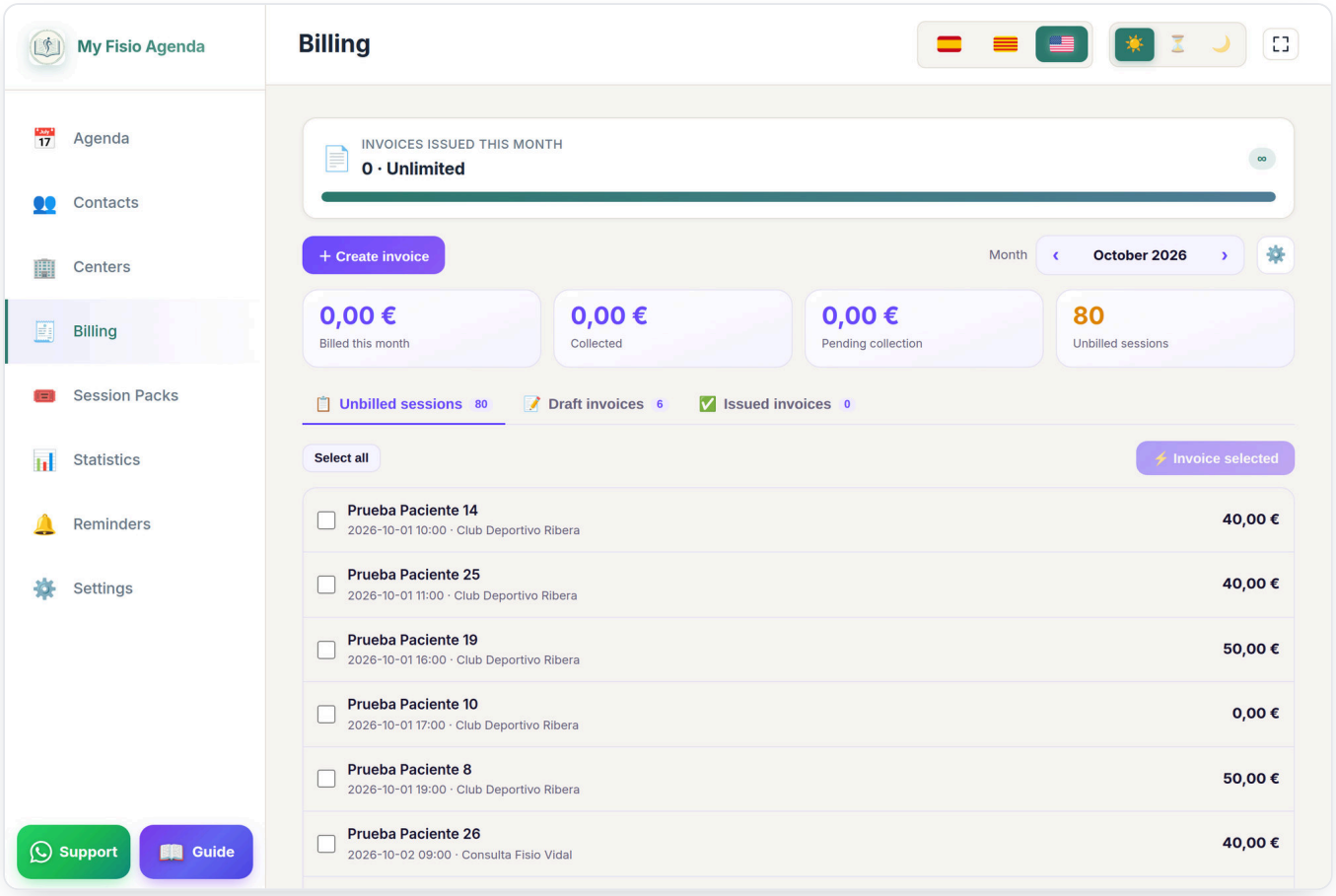
1. In **Session Packs**, press **New session pack**.
2. Choose the patient, the session range, the total price and the payment method.
3. When booking their appointments, choose **Pack** as the payment method.

> 💡 **Tip:** The patient can see in their portal how many sessions are left in the pack.

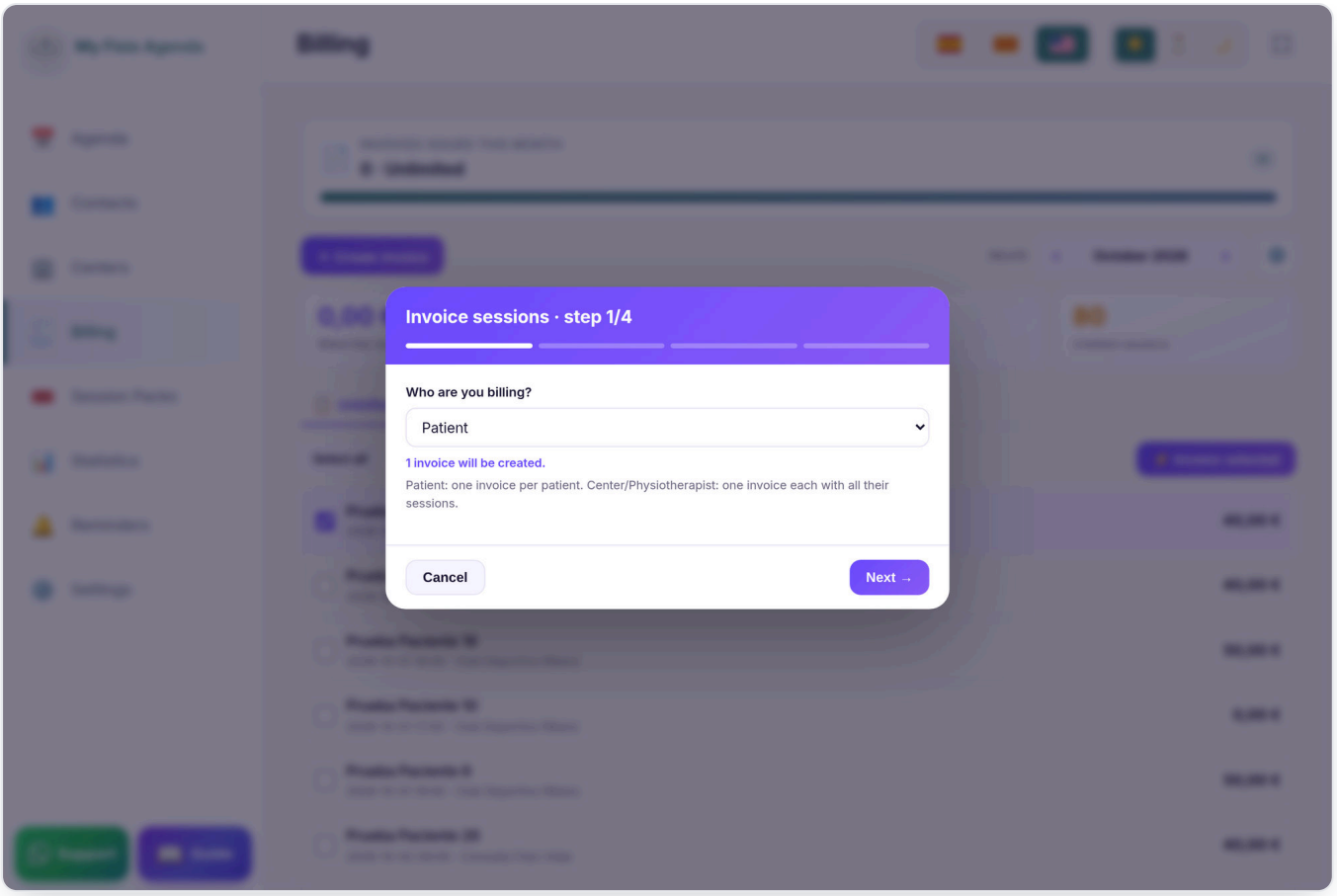
15 Invoicing and VeriFactu

📍 **Where to find it** | Menu › Billing

Billing shows at a glance what you invoiced this month, what you collected, what is pending and your **unbilled sessions**. From that tab, tick the sessions you want and press **Invoice selected**: a 4-step wizard prepares the invoice with one line per session. You can also create an invoice by hand with **Create invoice**.



Unbilled sessions: select them and invoice them in one click; the other tabs hold the drafts and the issued invoices.



The wizard checks patient, lines and amounts before creating the invoice.

1. Tick the sessions in **Unbilled sessions** and press **Invoice selected**.
2. Check the recipient and the lines and create the invoice: it is saved as a **draft**.
3. To submit it to **VeriFactu**, first upload your digital certificate in **Billing › Settings** (⚙️).
4. Press **Submit to VeriFactu**: the invoice is registered with the Spanish tax agency (AEAT), gets its QR code and can no longer be changed.

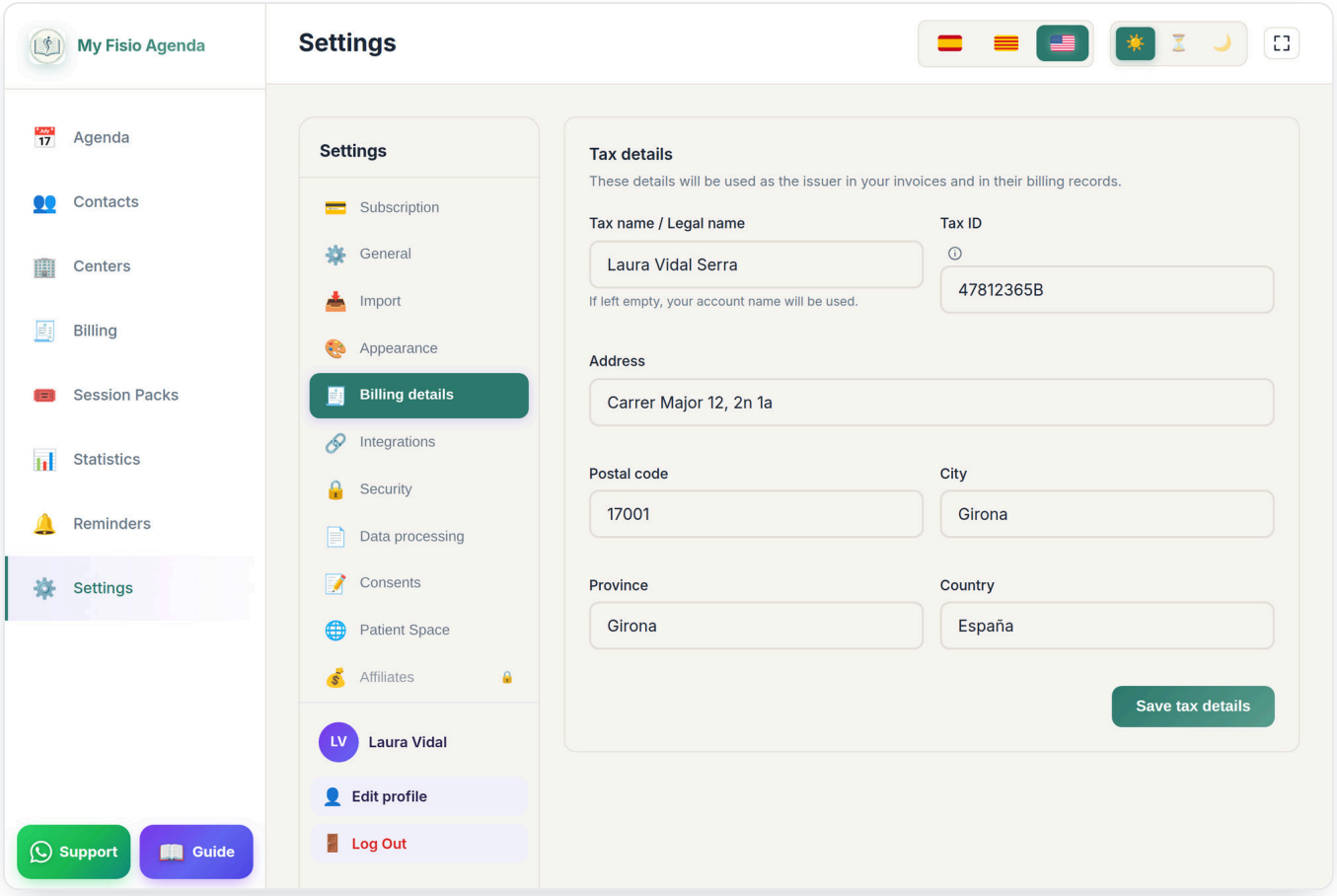
In the same billing settings (⚙️) you can make invoices **VAT-exempt** by default (healthcare, art. 20.1.3 of Spanish Law 37/1992). Each invoice can be downloaded as a **PDF** or as a **Facturae** e-invoice.

> 💡 **Tip:** An issued invoice cannot be edited: you fix it with **Correct**, which creates a corrective invoice with its own series. Patients with "Bill a Company" get the invoice in the company's name, and minors in the name of the guardian you chose.

16 Issuer billing details

📍 **Where to find it** | Settings › Billing details

Before your first invoice, complete your **tax details** in **Settings › Billing details**: name or company name, tax ID, address, postcode, city, province and country. They appear on all your invoices.



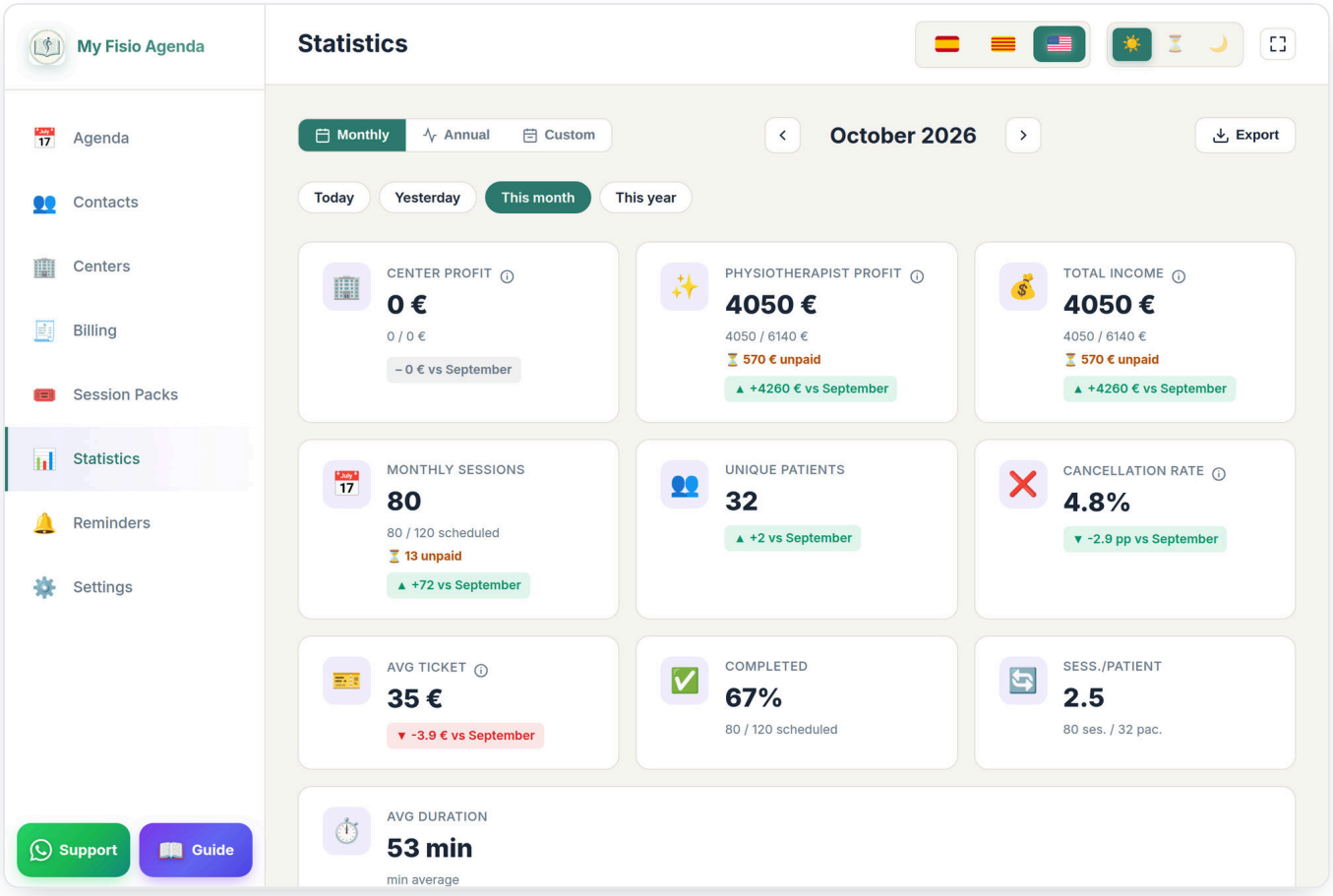
Settings › Billing details.

> 💡 **Tip:** Check them before submitting to VeriFactu: an issued invoice can no longer be changed.

17 Statistics and reports

📍 **Where to find it** | Menu › Statistics

Statistics shows how your practice is doing: sessions this month, gross and net income, unique patients, cancellation rate, average ticket, completed sessions, sessions per patient and average duration, with charts of profit, sessions, **session types** (manual therapy, dry needling, therapeutic exercise...) and day of the week.



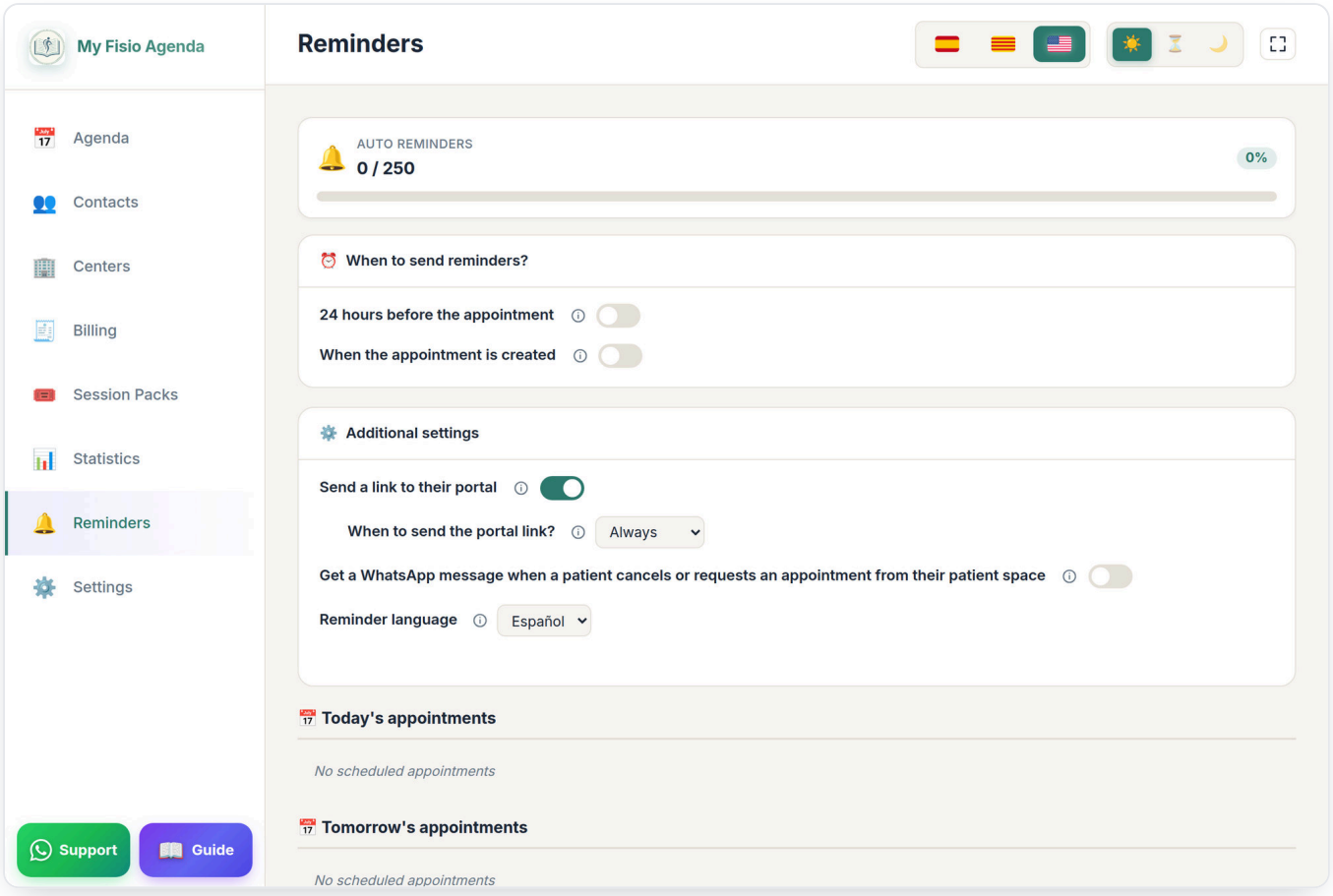
This month's indicators compared with the previous one.

1. Switch between **Monthly** and **Annual** and move between periods with the arrows.
2. Press **Export** to download a PDF report.
3. For a specific patient, use the **Statistics** button on their card in Contacts.

18 WhatsApp reminders

📍 **Where to find it** | Menu › Reminders

The app can send each patient a **WhatsApp reminder 24 hours before** their appointment, with buttons to **confirm** or **cancel** it: if they confirm, you see a ✅ next to their name in the agenda; if they cancel, that time shows in your agenda as a free slot you can give to another patient. If you like, it can also send it when the appointment is created, plus a second message with the link to their portal.



Reminders: when they are sent, settings and today's sessions.

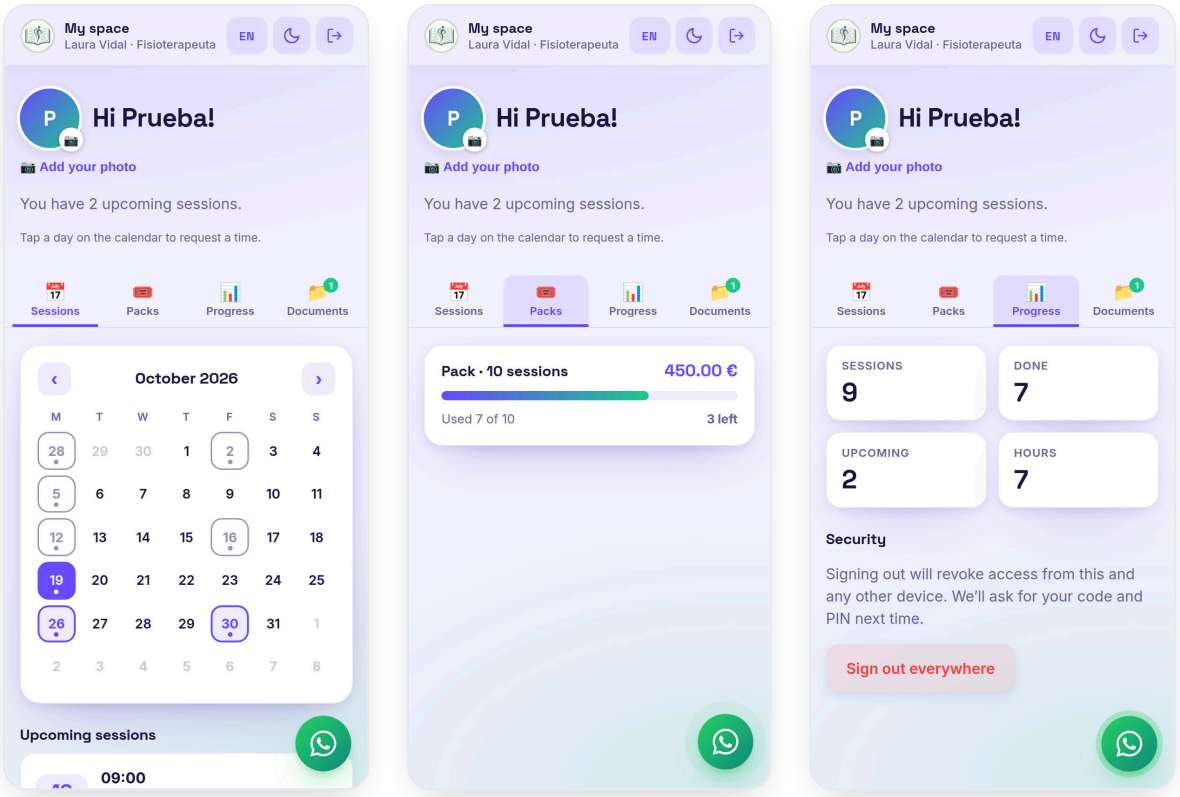
1. Turn on **24 hours before the appointment** for automatic sending, and **When the appointment is created** if you also want an instant message.
2. In **Additional settings** you decide whether the portal link is sent, the **reminder language** and whether you want a WhatsApp message when a patient cancels or requests an appointment from their space.
3. In each day's list, the **Remind** button opens your WhatsApp with the message ready to send by hand whenever you want: manual reminders are unlimited on every plan.

> 💡 **Tip:** Each patient has their own switch at the end of their record: turn it off if someone prefers not to get messages. Phones are stored with the international code, so reminders also reach numbers outside Spain.

19 Patient portal and online booking

📍 **Where to find it** | Contacts › Send patient code · Settings › Patient Space

Each patient has their own online space, **"My space"**, accessed with a **personal code** and a 4-digit **PIN**. There they see their upcoming sessions, packs, progress and the documents you share with them, and can **request an appointment** in your free slots or cancel a session.



The patient's space on their phone: appointments, packs and progress.

1. In **Contacts**, press **Send patient code** on their card (or turn on the portal link in Reminders). The button changes to "Patient code sent" and, once they log in, to "Patient registered in their portal".
2. The patient enters their code, creates a **PIN** and the device is remembered.
3. To request an appointment they tap a day on the calendar and pick a free time.
4. The request shows up in your agenda as a pending slot; once you save it, the appointment is confirmed.

> 💡 **Tip:** The times the patient sees come from your **working hours** minus your appointments and **blocks**, and they refresh on their own while the portal is open. Patients never see your blocks.

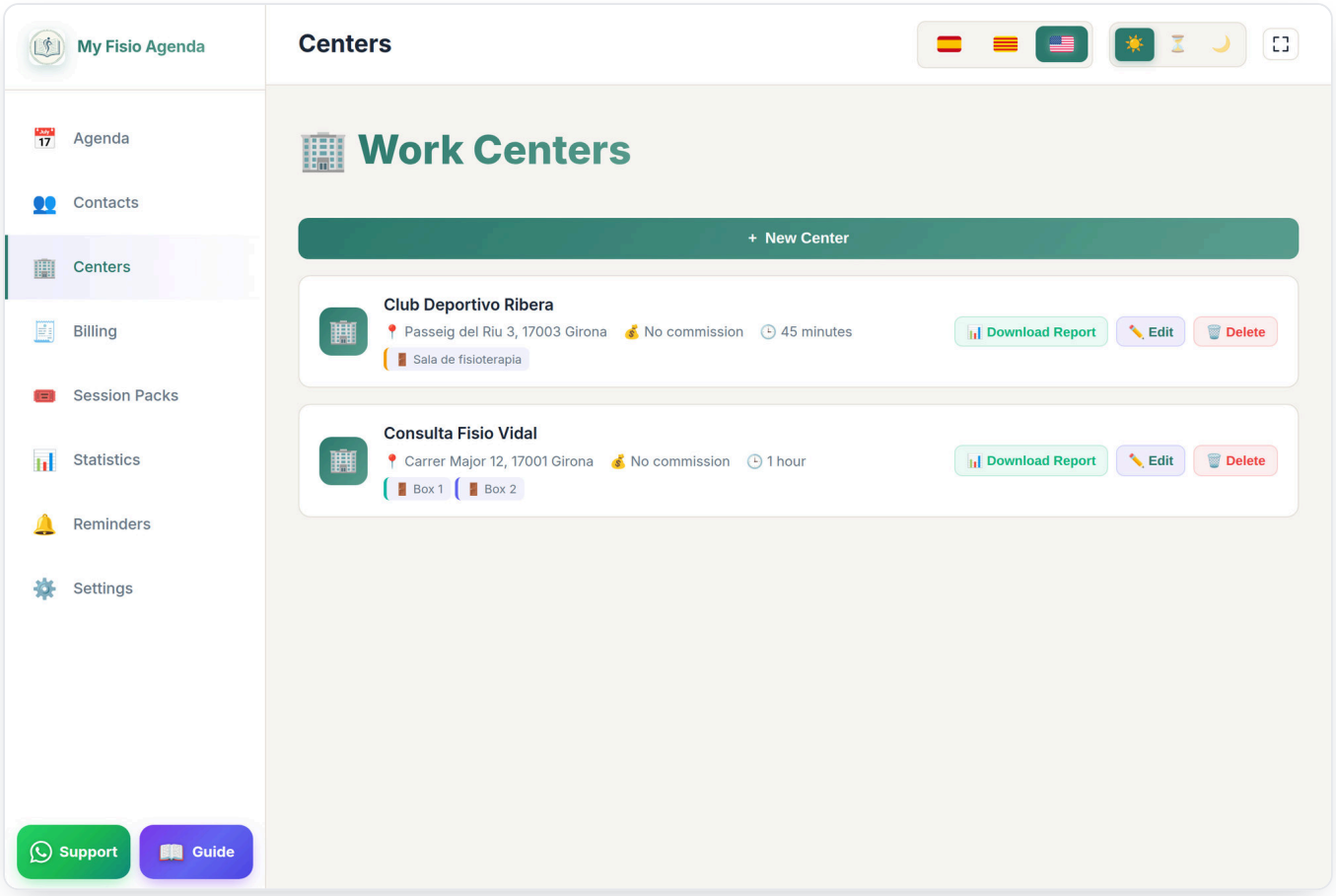
For **online booking**, open your public calendar in **Settings › Patient Space**: it has its own link you can share or put on your website, it only shows your free slots and each booking reaches you on WhatsApp for you to confirm.

🧰 MORE TOOLS

20 Centers and rooms

📍 Where to find it | Menu › Centers

If you see patients in several places (your own practice, a sports club, another clinic…), register each **center** in **Centers**, with its **commission** (percentage or fixed amount), its **rooms** and, if you like, its session length and default price. When creating a session you pick center and room, and your statistics work out net income after the commission.

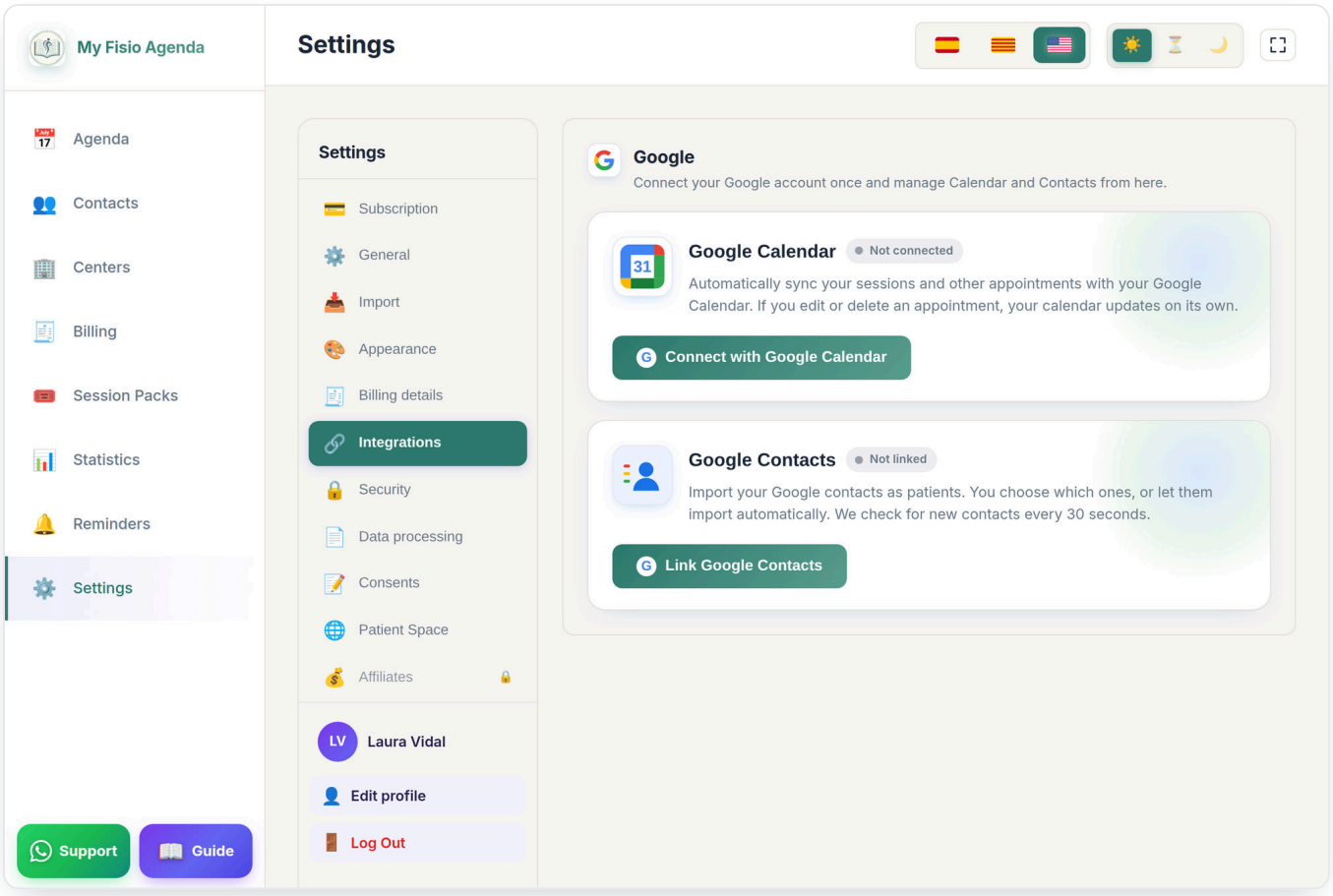


Centers: Consulta Fisio Vidal and Club Deportivo Ribera, with their rooms and commission.

21 Google Calendar

📍 **Where to find it** | Settings › Integrations

From **Settings › Integrations** (or with the **Link with Google** button in the agenda) you connect your **Google Calendar**: your sessions and other appointments are copied to your Google calendar and update on their own if you change or delete them. When you connect it, the last month is synced.



Settings › Integrations: Google Calendar sync.

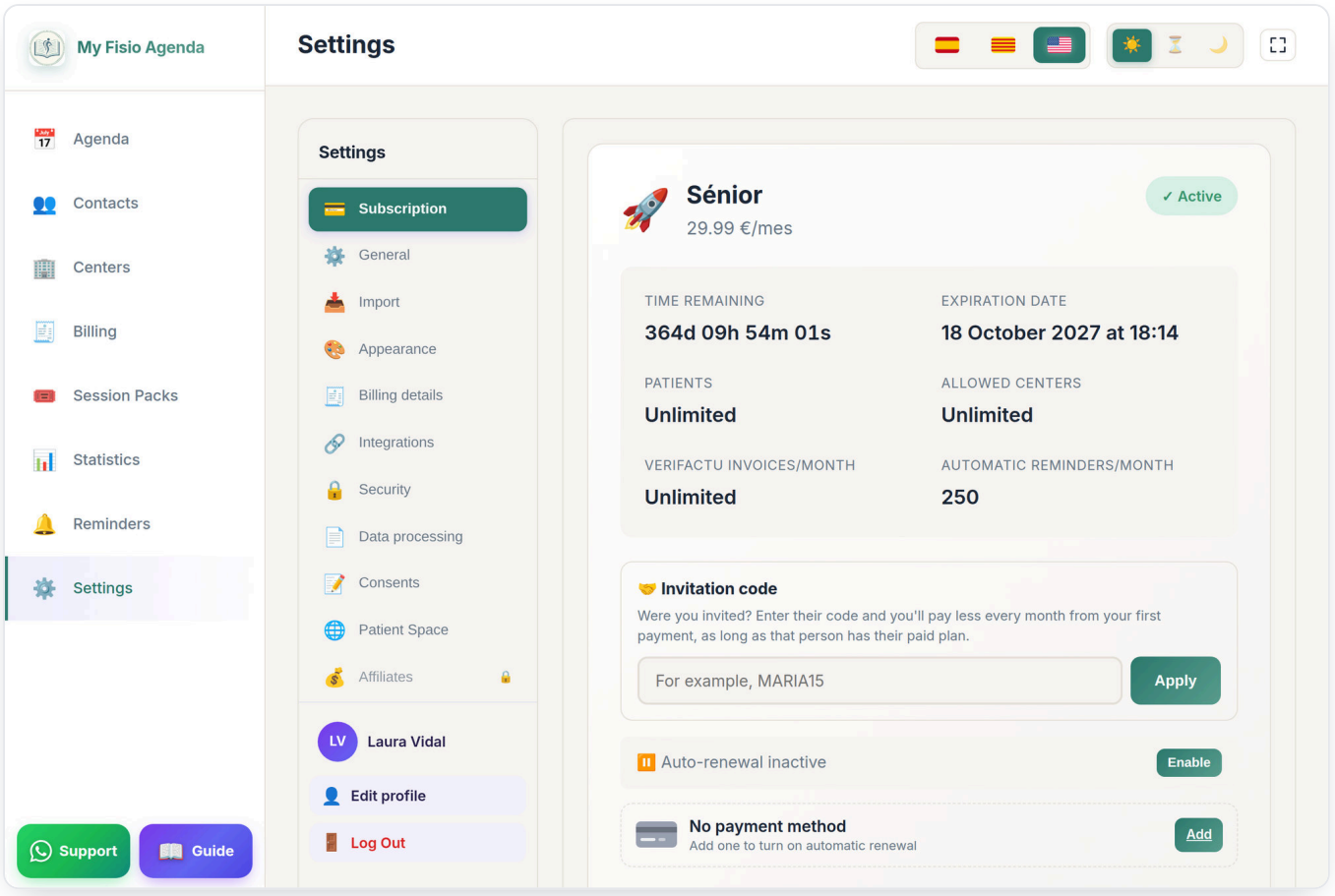
1. Press **Connect with Google Calendar** and authorise access on the Google screen.
2. Use **Sync now** to force a copy straight away.
3. The copy goes from My Fisio Agenda to Google: appointments are created and changed in the app, and only the events the app creates are touched.

> 💡 **Tip:** You can disconnect Google whenever you like from the same screen: everything in your agenda stays, and the events already created remain in your Google Calendar.

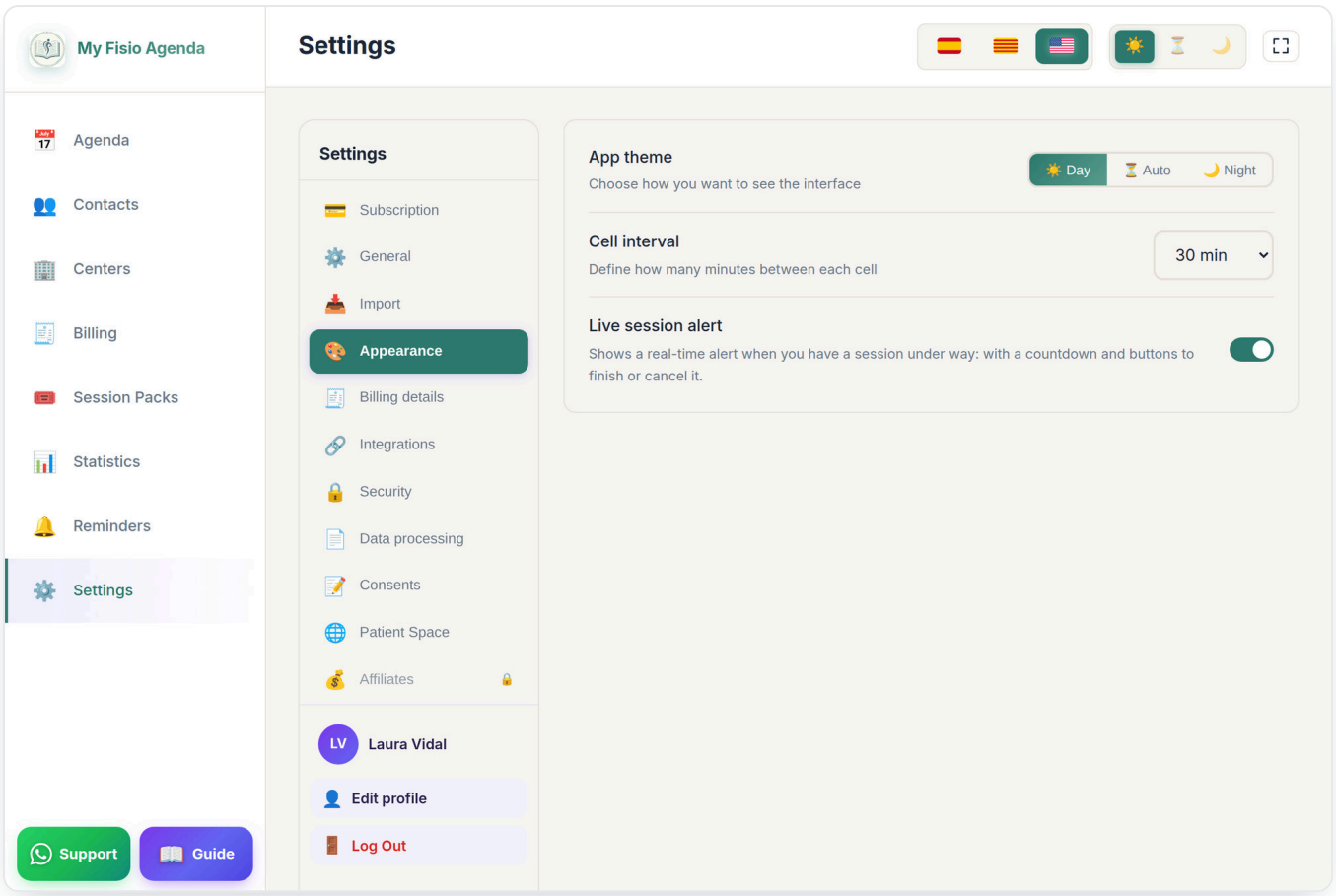
22 Settings: subscription, appearance and security

📍 **Where to find it** | Menu › Settings

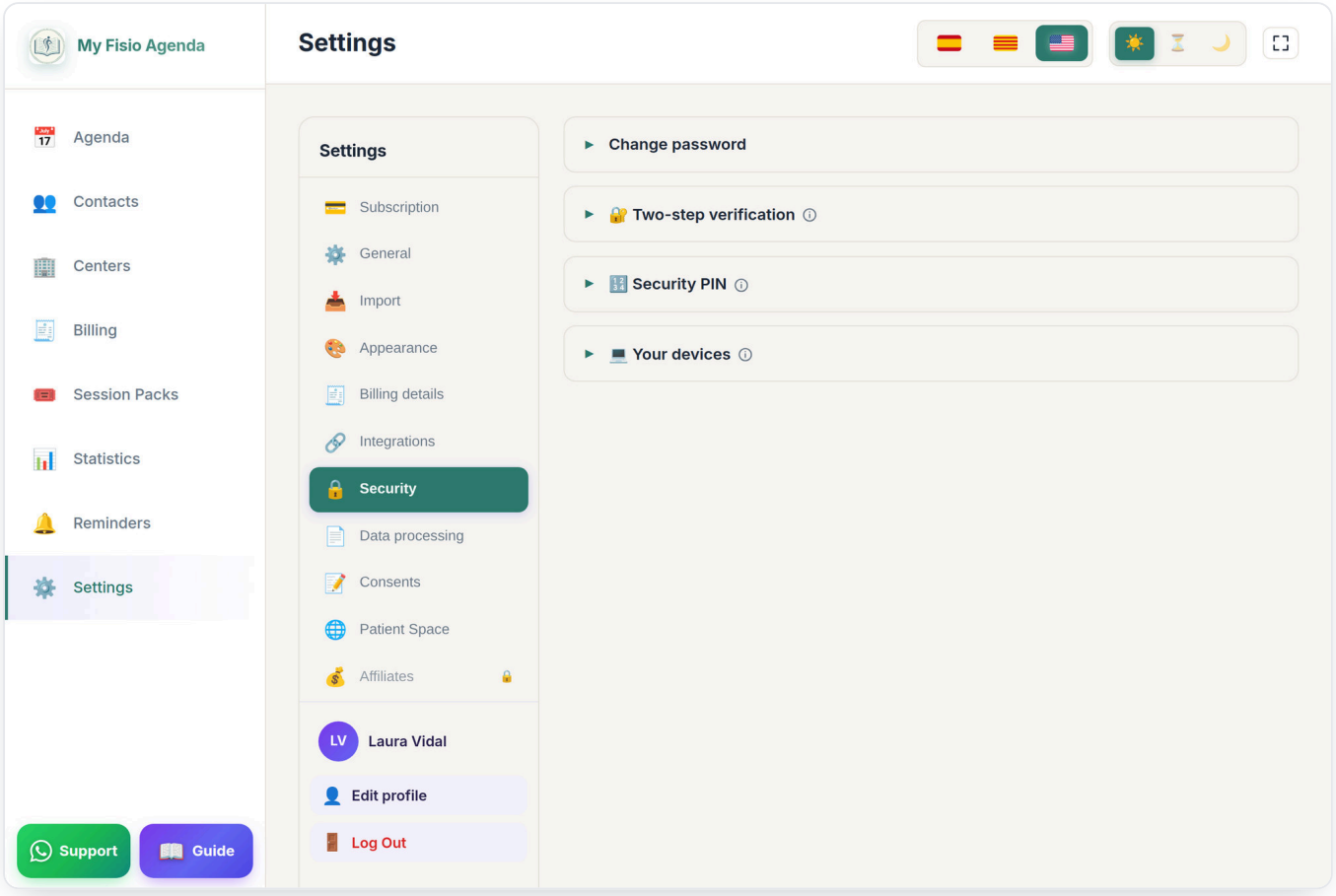
In **Subscription** you see your plan and this month's usage (patients, VeriFactu invoices, reminders and storage). In **Appearance** you choose the theme (Day, Auto or Night), the agenda **cell interval** (15, 30 or 60 minutes) and the **live session alert**. **Security** protects your account.



Settings › Subscription: your plan and what you have used.



Settings › Appearance: theme, cell interval and live session alert.



Settings › Security: password, two-step verification, PIN and devices.

1. In **Security**, change your password and turn on email **two-step verification**.
2. Set a **4-digit PIN** for sensitive sections.
3. Review your **devices with an open session** and log out any you do not recognise.
4. In **Data processing** you have the legal documents you accepted and the data processing agreement.
5. In **Affiliates** you have your code to invite other physiotherapists: whoever signs up with it pays less each month, and you earn what they save.

> 💡 **Tip:** Two-step verification and the PIN protect clinical data even if someone picks up your phone or computer.