MY FISIO AGENDA

Clinic Manager Guide

Complete handbook for physiotherapy clinics

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

myfisioagenda.com

User guide · English · October 2026

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Welcome to **My Fisio Agenda**. As the clinic manager you have your own dashboard to coordinate your physiotherapists, the rooms, the whole team's agenda, invoicing, settlements and statistics. Patients belong to each physiotherapist, and you see and manage them from that physiotherapist's record. Every screenshot comes from the real app with made-up sample data.

★ AT A GLANCE

Highlights

What you will use most to run the clinic, and where to read about it.

The whole team's agenda

Each physiotherapist's sessions, recurring ones and blocks, live.

Chapter 4 · p. 8

Adding physiotherapists

Each with their own access; how many depends on your plan.

Chapter 5 · p. 11

Each physiotherapist's commission

None, percentage or fixed amount, plus their colour and price.

Chapter 6 · p. 12

Clinic rooms

Cubicles, gym, pelvic floor... never two appointments at once in a room.

Chapter 7 · p. 14

Centre fields

The details every team member's records ask for.

Chapter 8 · p. 16

Transfer or duplicate patients

Between the clinic's physiotherapists.

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The "My space" portal

Patients book in their physiotherapist's free slots.

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WhatsApp reminders

Each physiotherapist has their quota; you switch them on from their record.

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Invoicing and settlements

Invoice the team's sessions and settle each month.

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Clinic statistics

Net profit and Top 5 physiotherapists and rooms.

Chapter 13 · p. 24

🚀 GETTING STARTED

1 Clinic plans and pricing

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

Clinic plans include an account for each physiotherapist, the manager dashboard, rooms, the shared agenda and clinic invoicing. **No lock-in** and the **first month is free**.

🏢 Center Mini

99,99 € / month

For clinics with up to 5 physiotherapists.

- ✔ **Patient portal**
- ✔ Up to 5 physiotherapists
- ✔ Junior agenda for each physiotherapist
- ✔ Clinic agenda, rooms and statistics
- ✔ Clinic invoicing and settlements
- ✔ 550 VeriFactu invoices / month (clinic)
- ✔ 100 VeriFactu invoices / physiotherapist / month
- ✔ 100 automatic WhatsApp reminders / physiotherapist / month
- ✔ 50 MB of storage per physiotherapist

🏬 Medium Plan

129,99 € / month

For growing clinics with up to 10 physiotherapists.

- ✔ **Patient portal**
- ✔ Up to 10 physiotherapists
- ✔ Senior agenda for each physiotherapist
- ✔ Clinic agenda, rooms and statistics
- ✔ Clinic invoicing and settlements
- ✔ Unlimited VeriFactu invoices (clinic)
- ✔ Unlimited VeriFactu invoices / physiotherapist
- ✔ 250 automatic WhatsApp reminders / physiotherapist / month
- ✔ 200 MB of storage per physiotherapist

MOST COMPLETE

🚀 Center Super

159,99 € / month

For large clinics with up to 15 physiotherapists.

- ✔ **Patient portal**
- ✔ Up to 15 physiotherapists
- ✔ Senior agenda for each physiotherapist
- ✔ Clinic agenda, rooms and statistics
- ✔ Clinic invoicing and settlements
- ✔ Unlimited VeriFactu invoices (clinic)
- ✔ Unlimited VeriFactu invoices / physiotherapist
- ✔ 250 automatic WhatsApp reminders / physiotherapist / month
- ✔ 200 MB of storage per physiotherapist

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

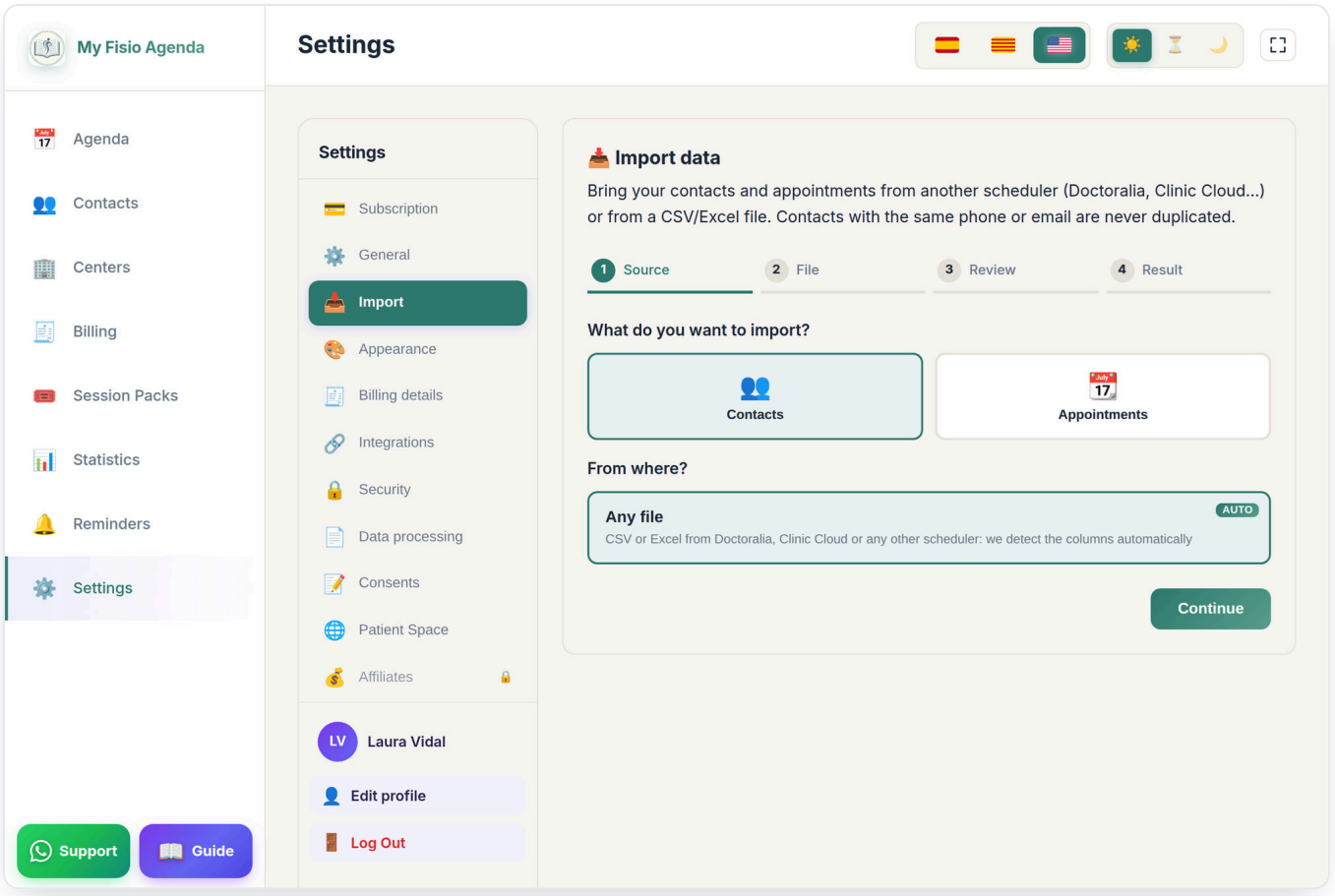
💡 **Tip:** Each physiotherapist in the clinic works with an agenda like the **Junior** (Center Mini) or **Senior** (Medium Plan and Center Super) plans. Your subscription is in **Settings › Subscription**.

🚀 GETTING STARTED

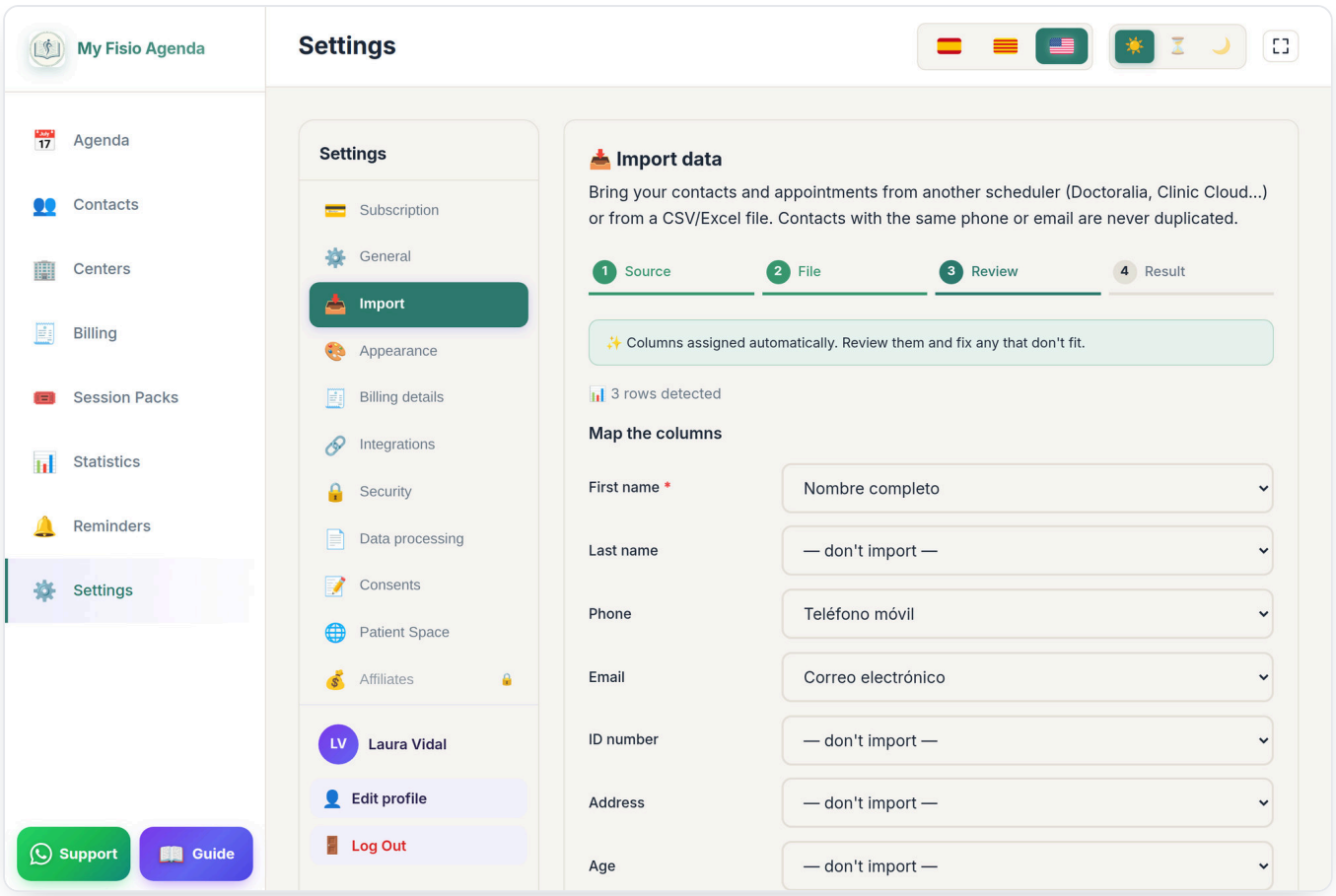
2 Import contacts and appointments

📍 **Where to find it** | Each physiotherapist's account › Settings › Import

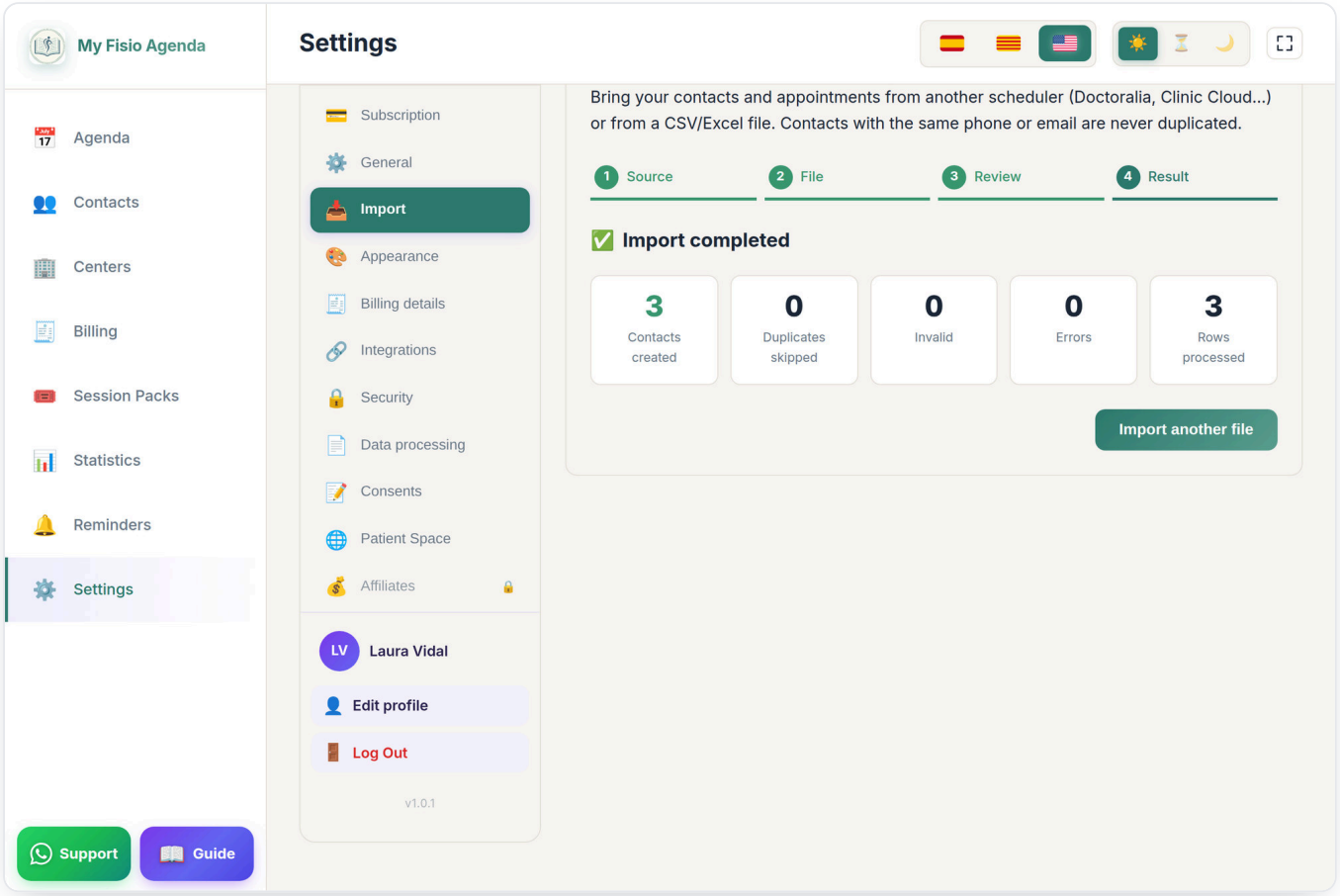
Each physiotherapist can bring in their patients and appointments from **any CSV or Excel file** (for example, the one they export from their previous calendar). They do it from **their own account**, in **Settings › Import**, and everything is saved under their name and visible to you straight away.



Settings › Import, in a physiotherapist's account.



The wizard matches the columns automatically; they are checked before importing.



Final summary: created, duplicates skipped and issues.

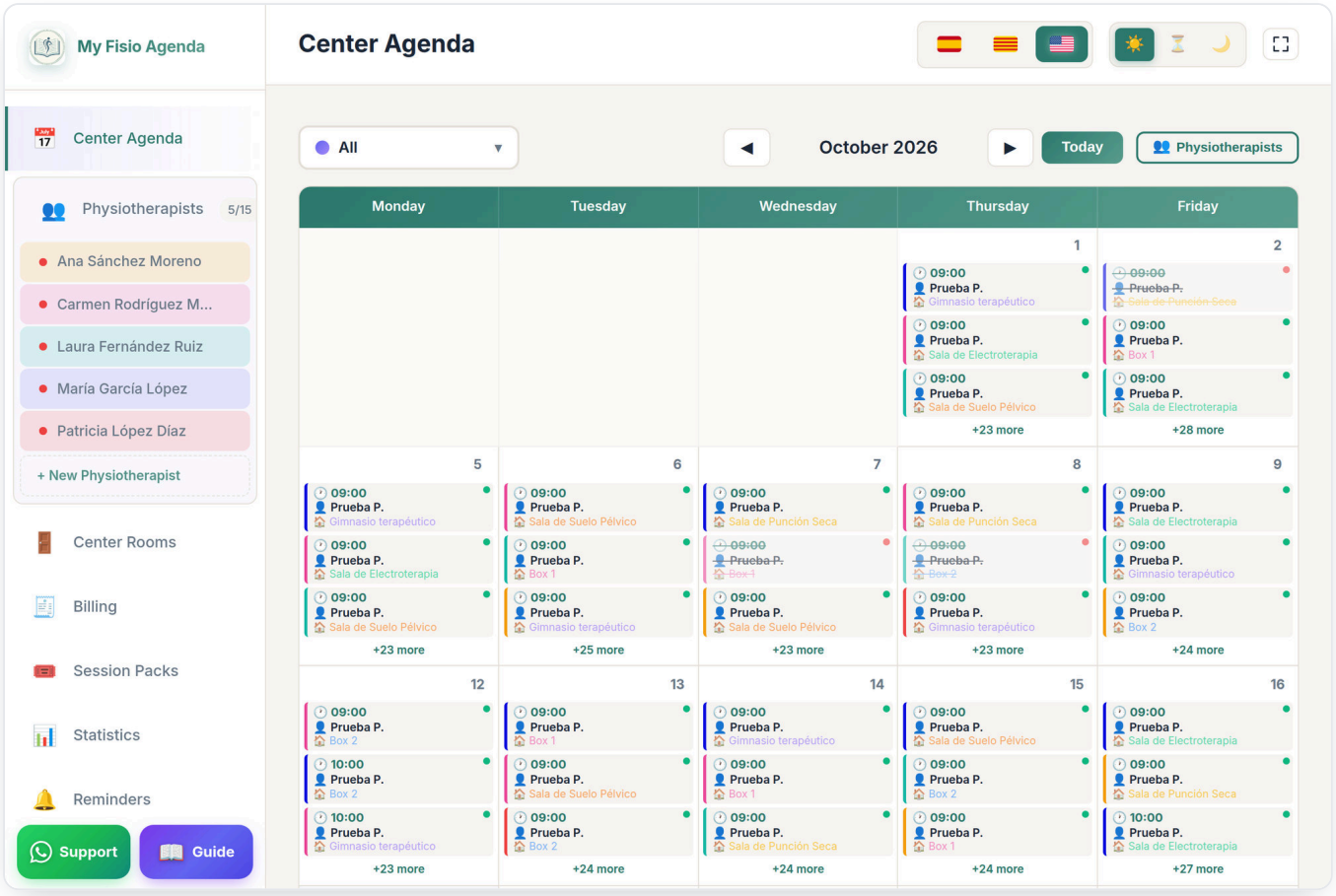
> 💡 **Tip:** Contacts with the same phone or email are never duplicated, and the file is deleted from the server when it finishes.

🚀 GETTING STARTED

3 Welcome and manager dashboard

📍 Where to find it | Side menu

When you log in with the clinic account you land on the **Center Agenda**. The side menu has the **Physiotherapists** drop-down (showing how many you have out of your plan's limit), **Center Rooms**, Billing, Session Packs, Statistics, Reminders and Settings. The manager has no agenda or patients of their own: everything belongs to each physiotherapist.



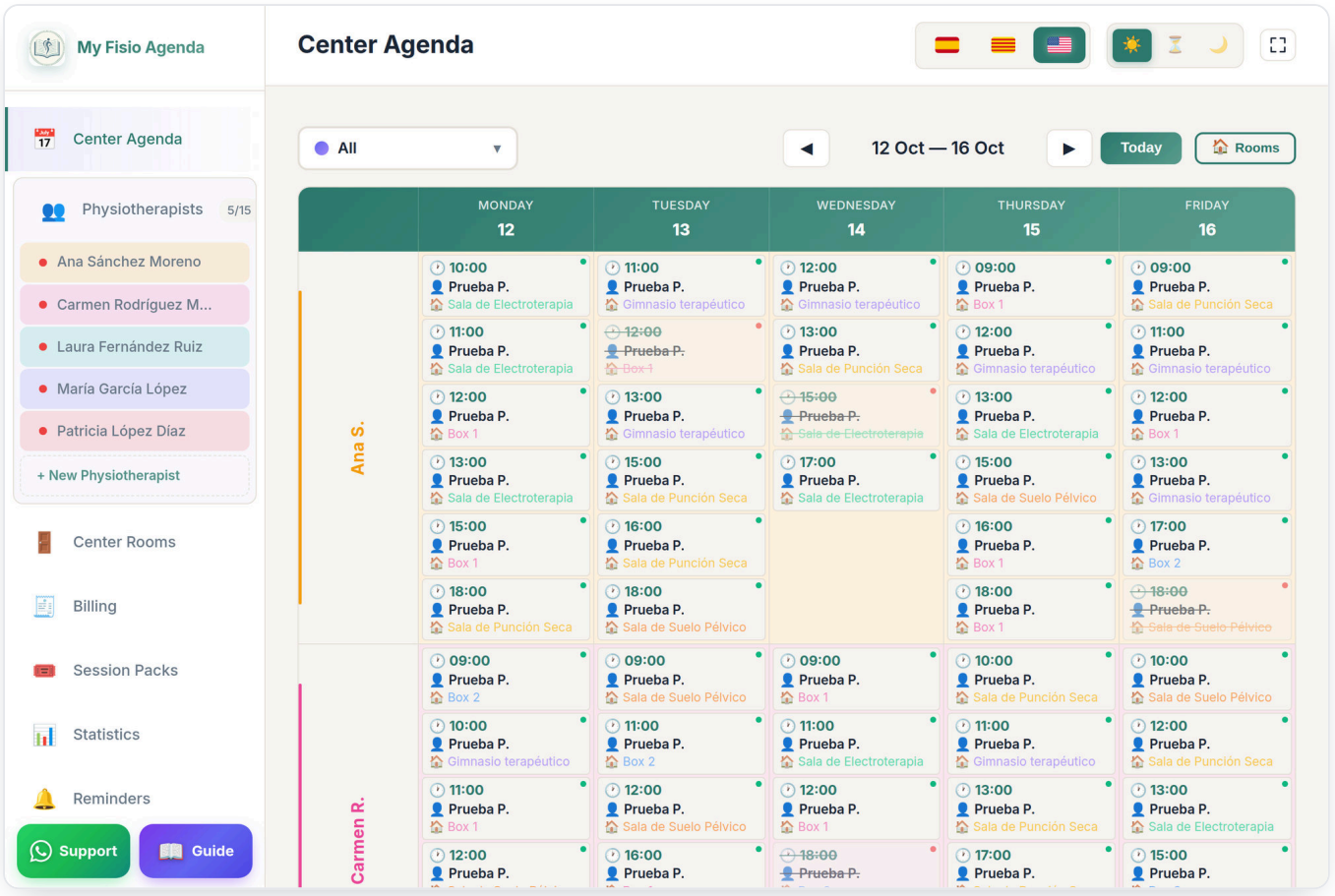
Manager dashboard: the clinic agenda and the physiotherapy team in the side menu.

1. Click a physiotherapist's name in the menu to open their record.
2. At the top right you change language and theme and turn on full screen.
3. Edit the clinic name and logo in **Settings › Edit profile**.

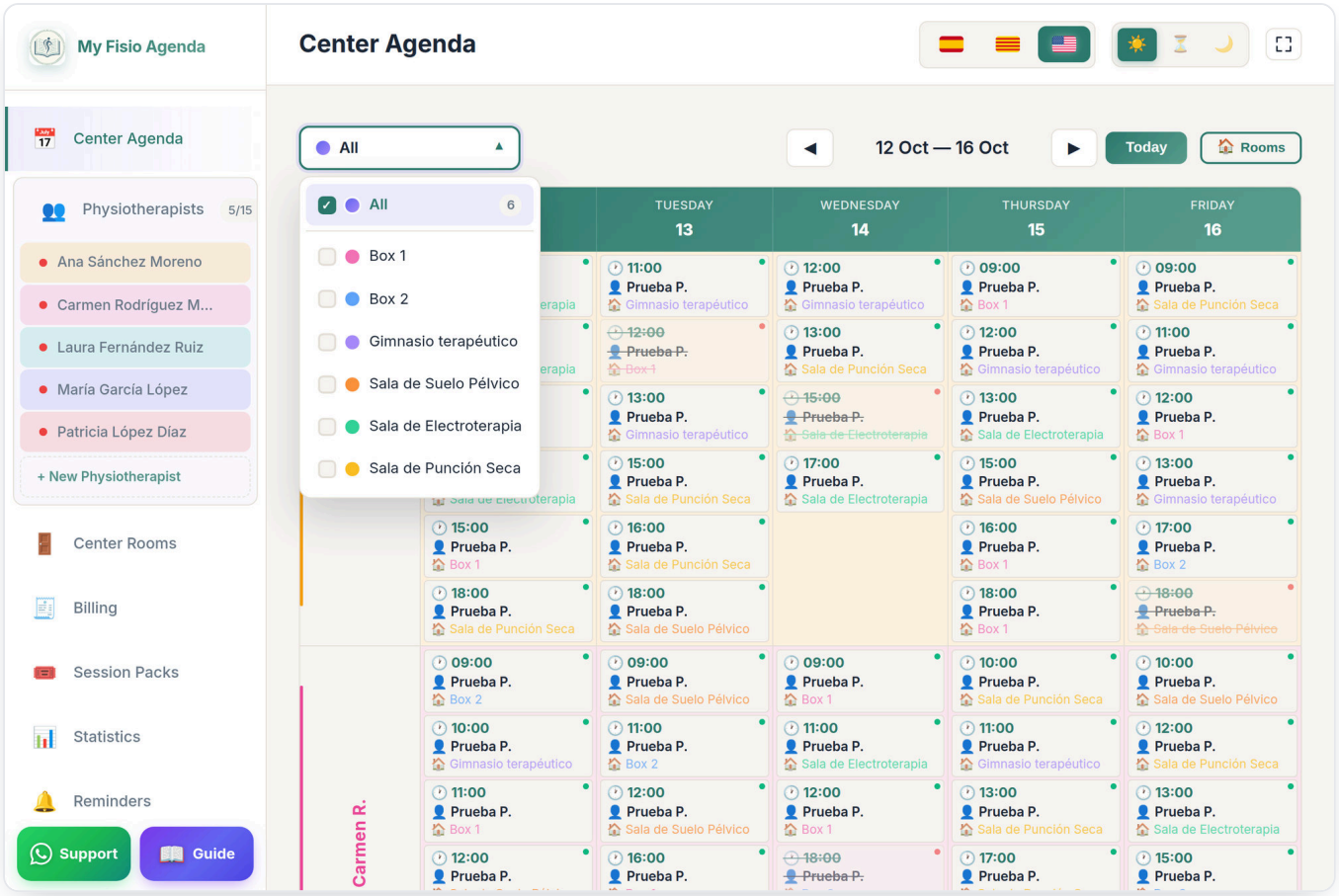
4 The clinic agenda

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

The **Center Agenda** brings together the whole team's appointments. In the **week view** each physiotherapist has a row with their appointments and the room for each one; the **month view** shows the whole month. The room selector (**All**) filters the agenda by one or more rooms.

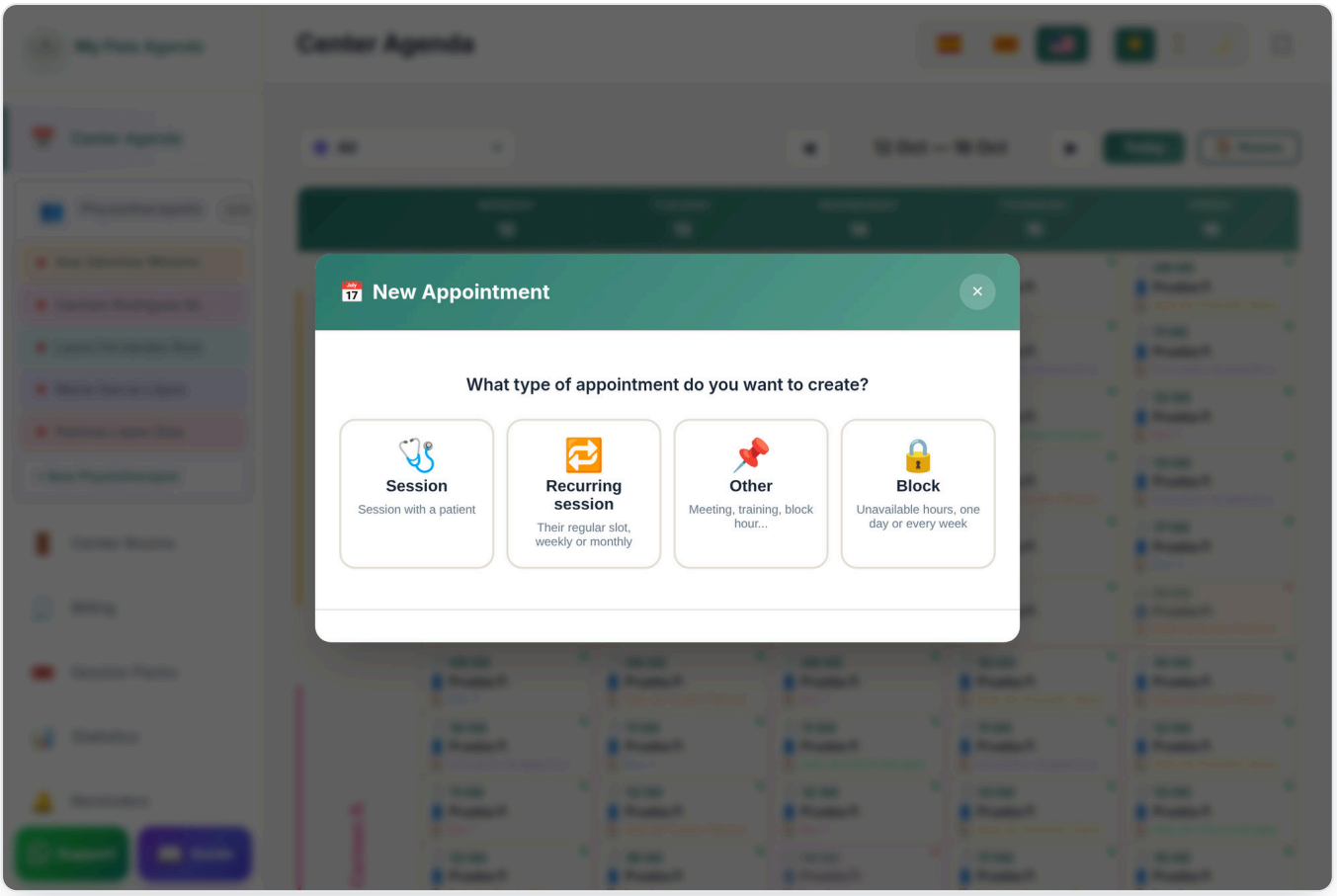


Week view: one row per physiotherapist, with patient and room on each appointment.



Filter the agenda by one or more rooms.

Click a free slot and choose the physiotherapist and the type: a **Session**, a **Recurring session**, **Other** (meeting, training...) or a **Block** of their time (one day or every week). Whatever you create shows up straight away in the physiotherapist's agenda, and whatever each physiotherapist creates shows up in yours.



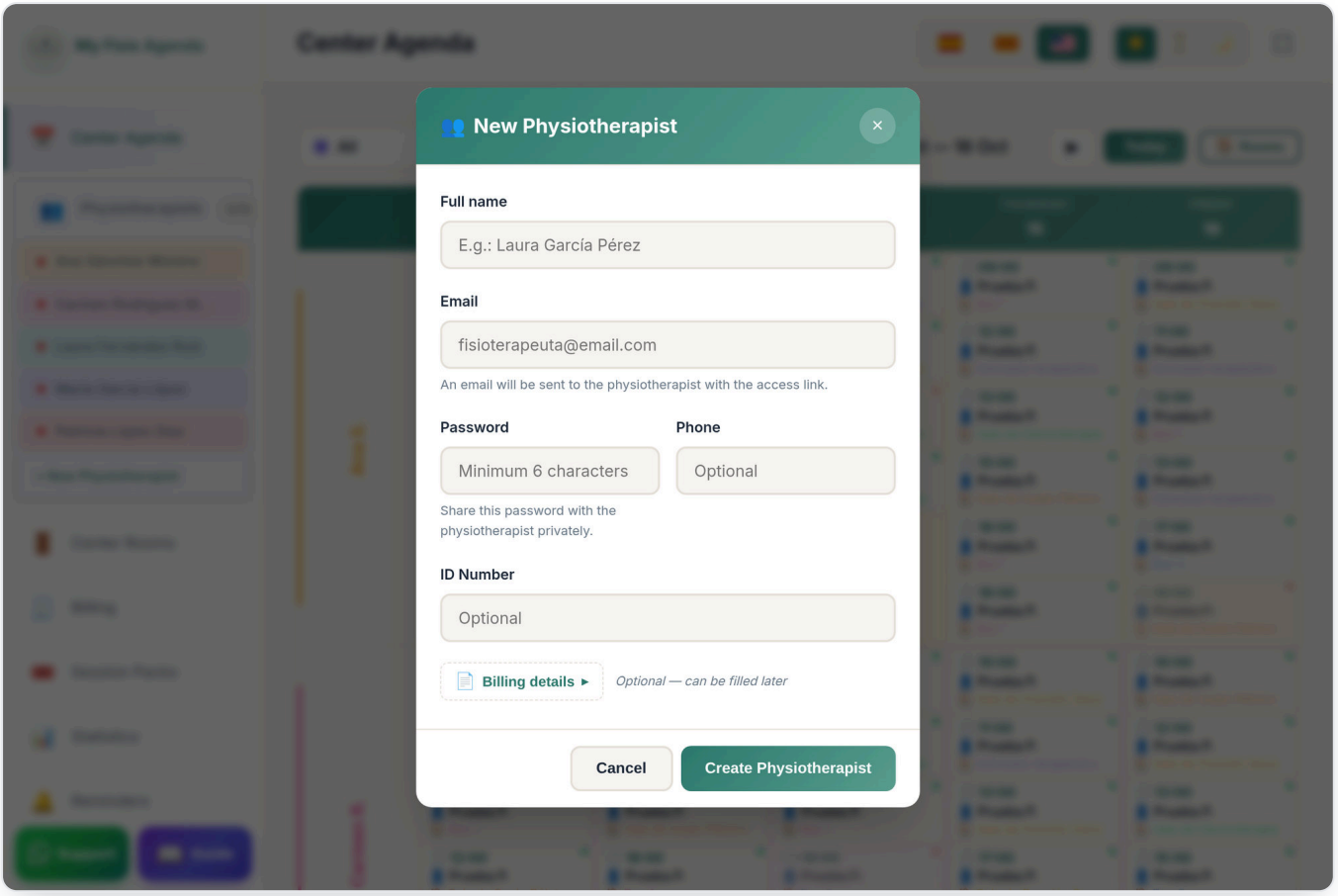
From the clinic account you can create sessions (recurring ones too), add other appointments or block a physiotherapist's time.

> 💡 **Tip:** Blocks created by each physiotherapist show to you as **Blocked time**, with the counter but without the name: you know the slot is taken, but what they do then is their business. Nobody can book two appointments in the same room at the same time.

5 Physiotherapists: adding them

📍 **Where to find it** | Menu › Physiotherapists › + New Physiotherapist

To add someone to the team, press **+ New Physiotherapist** in the side menu. Each physiotherapist has their own access to the app. How many you can have depends on your plan.



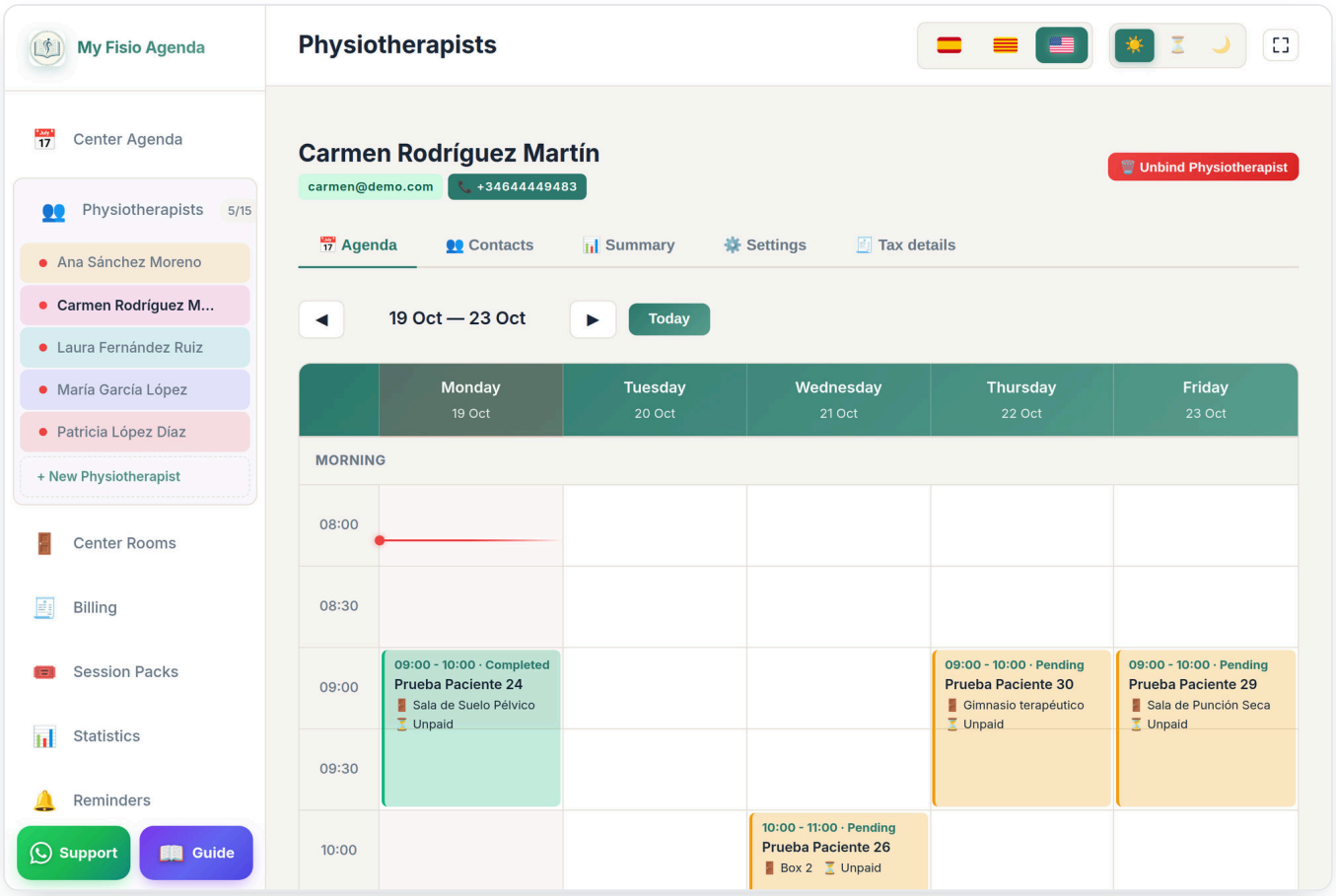
New physiotherapist: name, email, password and optional details.

1. Enter the **full name** and **email**: they will get an email with the access link.
2. Set a **password** (at least 6 characters) and share it with the physiotherapist privately.
3. Optionally add phone, ID number and billing details (they can be filled in later).
4. Press **Create Physiotherapist**: they appear in the menu and the counter updates.

6 Each physiotherapist's record

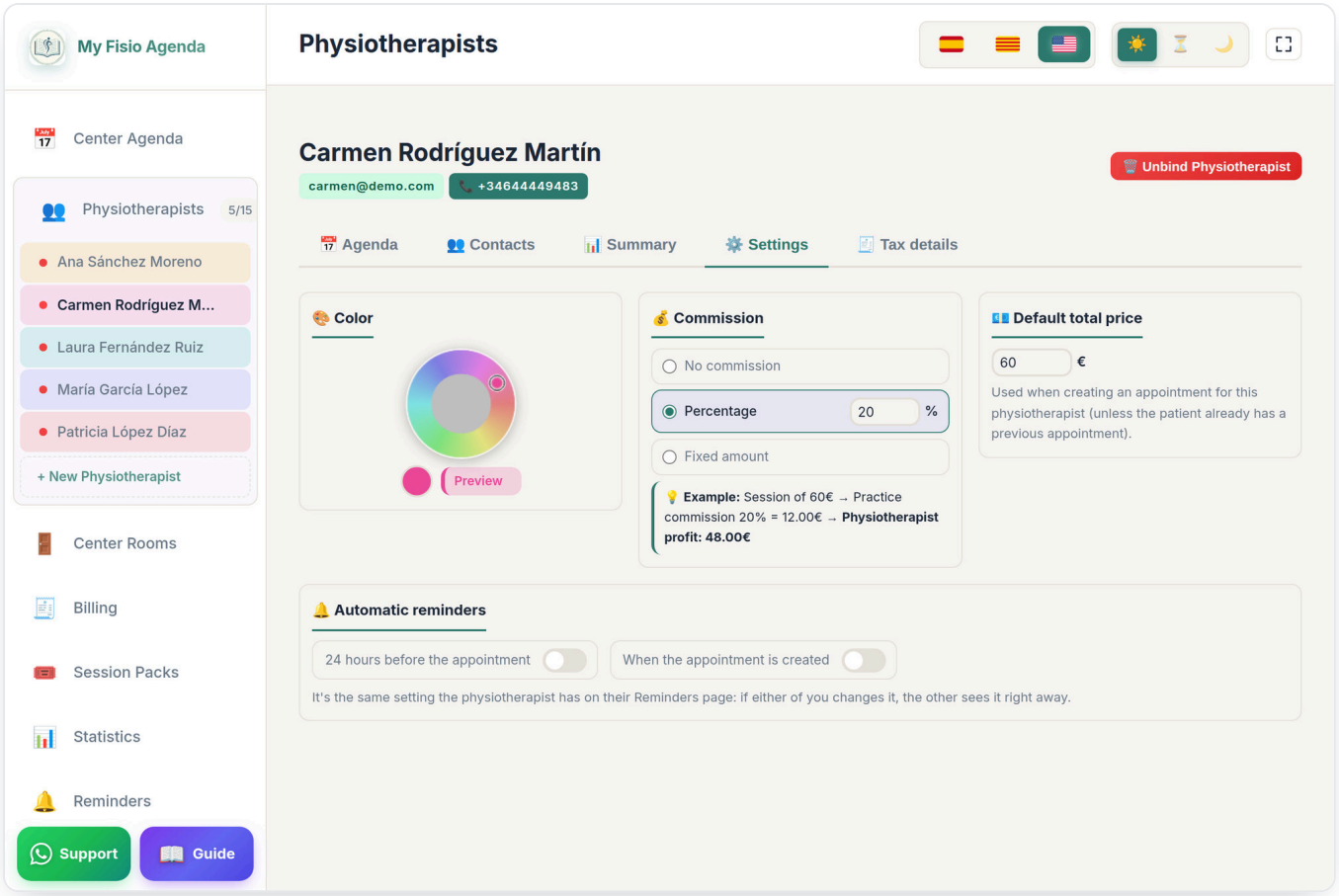
📍 **Where to find it** | Menu › Physiotherapists › name

Opening a physiotherapist shows their contact details and five tabs: **Agenda** (their week, where you can create and move appointments), **Contacts** (their patients), **Summary** (their statistics), **Settings** and **Tax details** (the ones they set up in their account, read-only).



A physiotherapist's record, Agenda tab.

In **Settings** you choose their **colour** in the clinic agenda, their **commission** (none, percentage or fixed amount, with an example of what they keep), the **default total price** of their appointments and whether their **automatic reminders** are on (it is the same switch they see on their Reminders page).



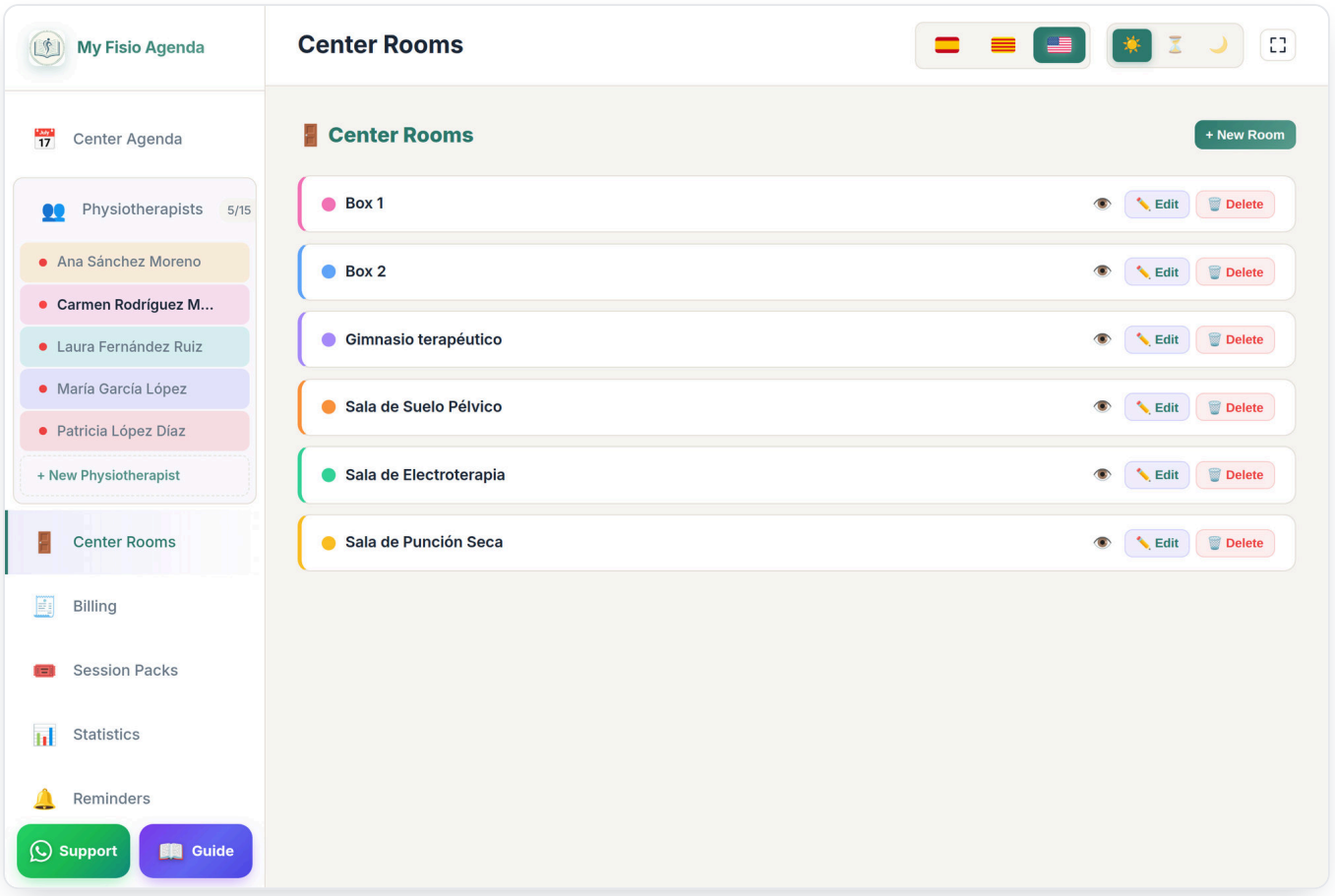
The physiotherapist's settings: colour, 20 % commission and default price.

> 💡 **Tip:** To take a physiotherapist out of the clinic, use **Unbind Physiotherapist**: they leave your team, but their account is not deleted.

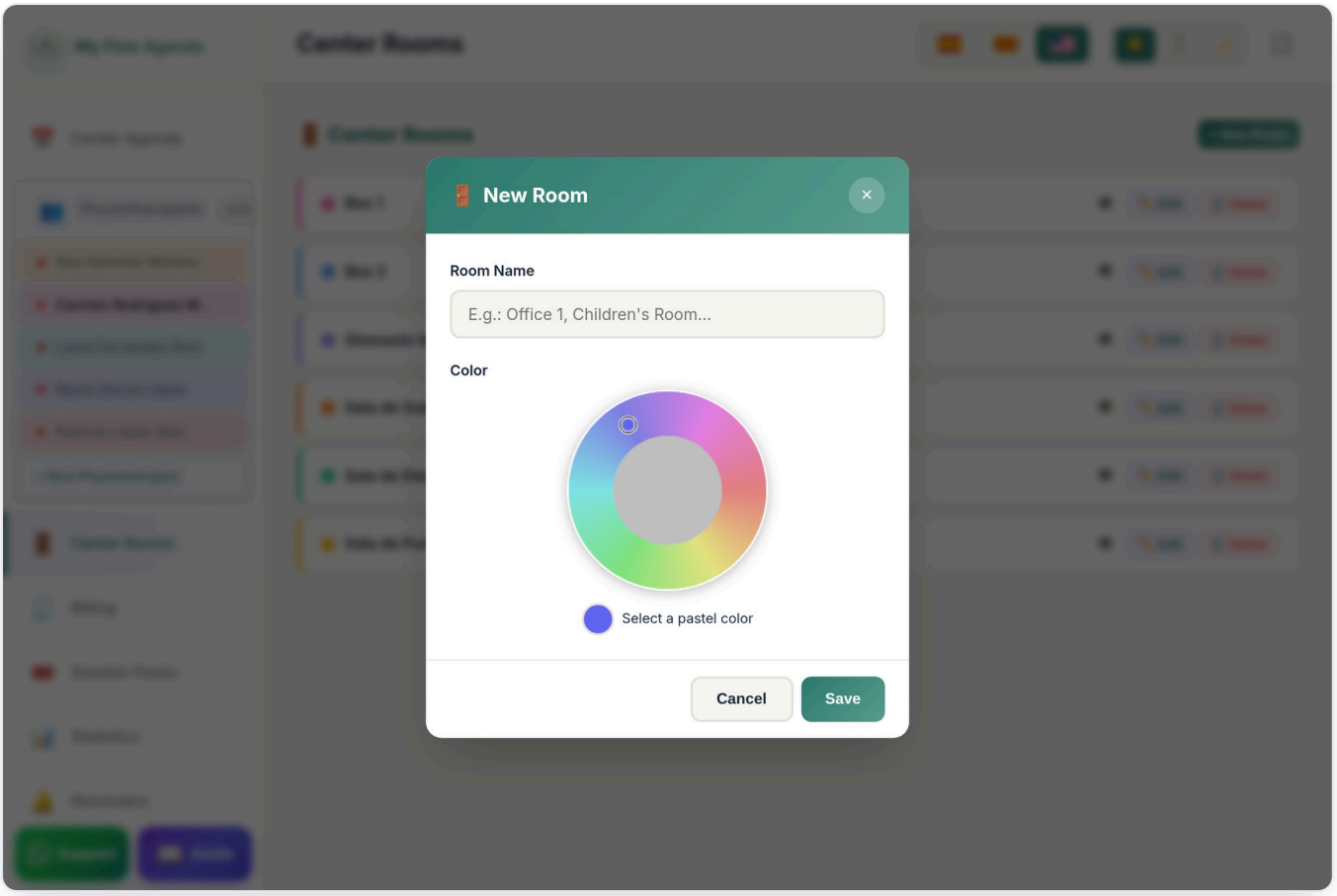
7 Center Rooms

📍 Where to find it | Menu › Center Rooms

Rooms are the clinic's physical spaces: treatment cubicles, the therapeutic gym, the pelvic floor room... Each has a name and colour, and you can hide, edit or delete it. Each appointment gets a room, and the agenda and statistics can be viewed by room.



Center Rooms: two treatment cubicles, the therapeutic gym and the pelvic floor, electrotherapy and dry needling rooms.



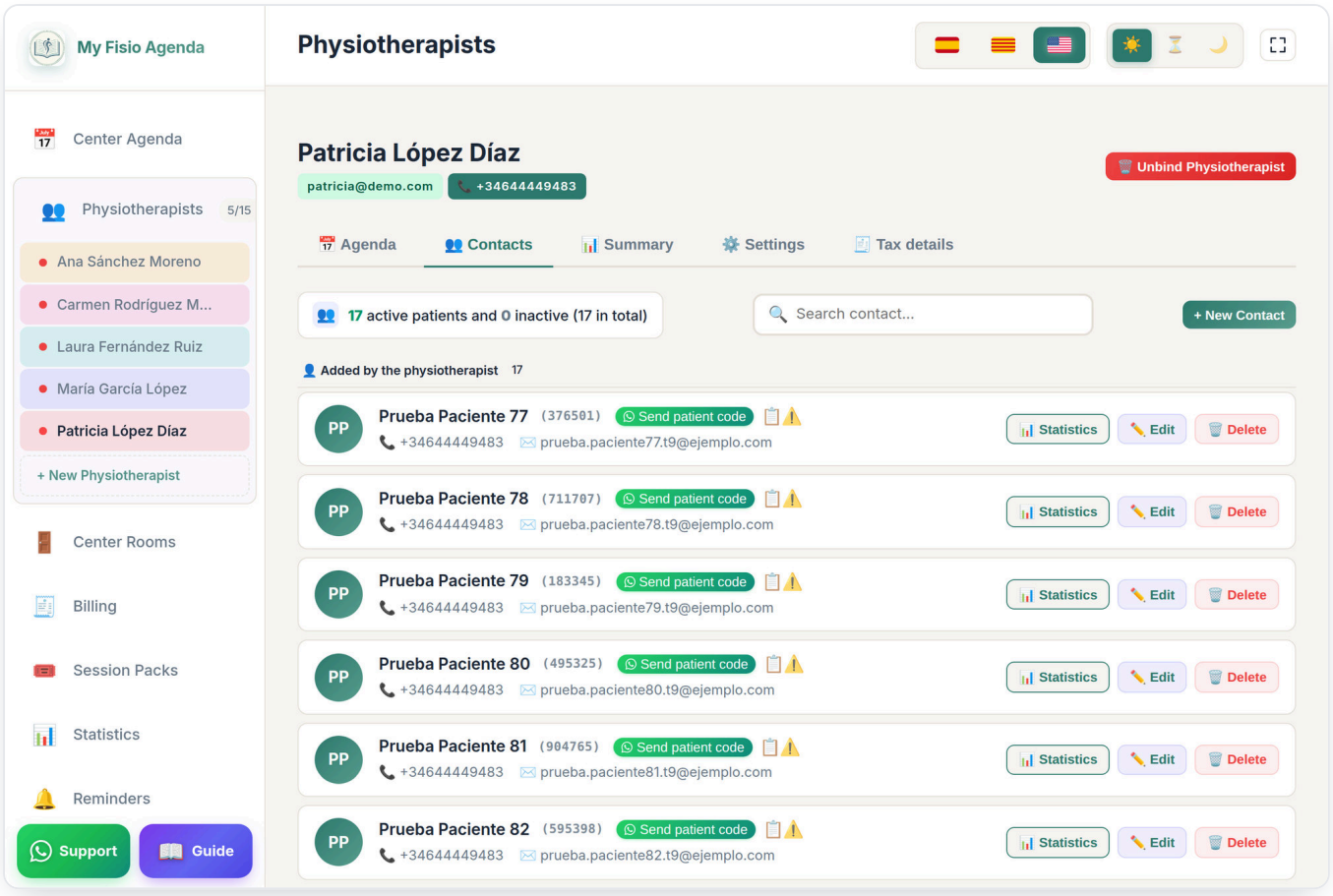
New room: name and colour.

> 💡 **Tip:** Clear names (Box 1, Therapeutic gym, Pelvic Floor Room...) help the whole team know where each appointment is.

8 Each physiotherapist's patients

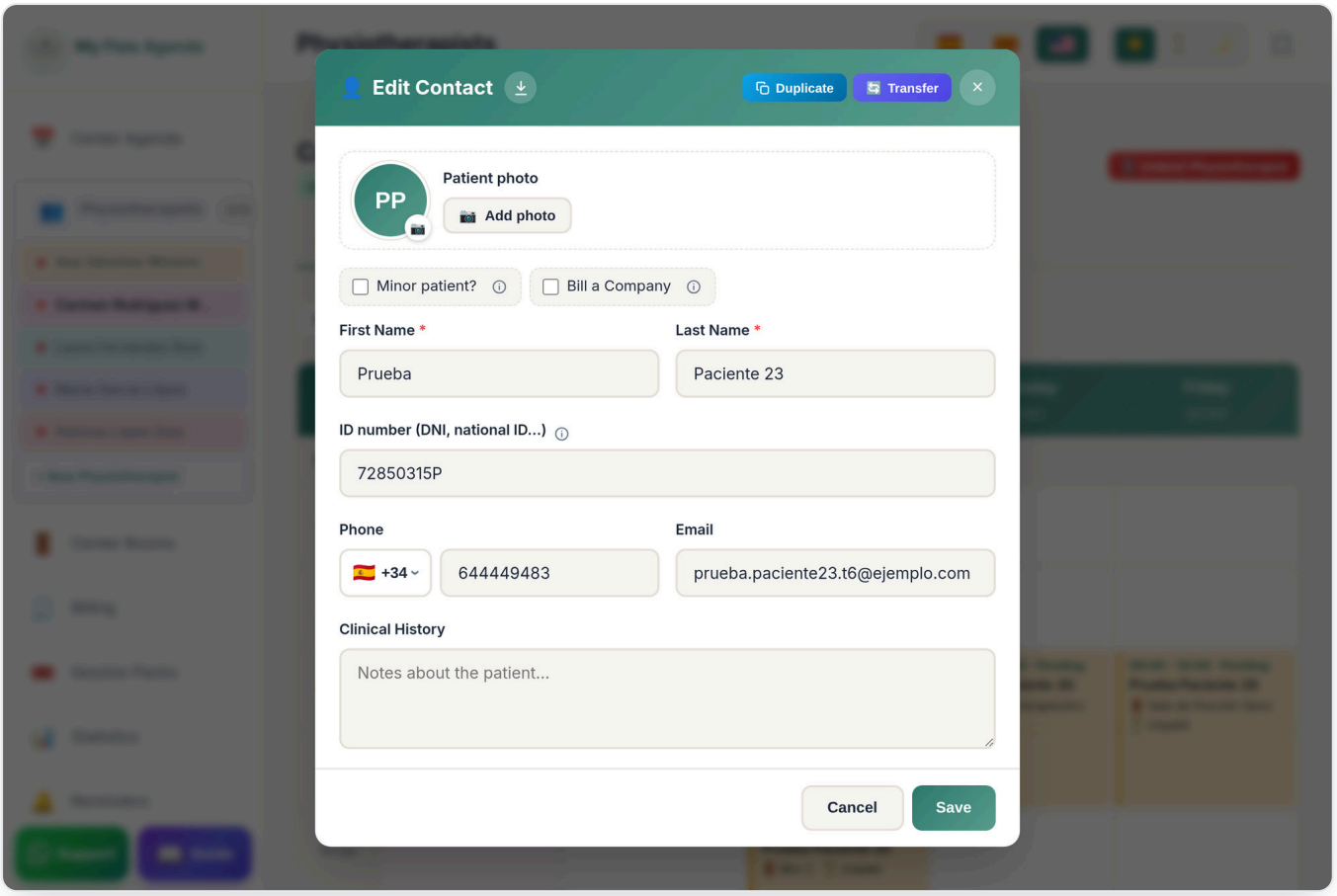
📍 **Where to find it** | Physiotherapist › Contacts

In a physiotherapist's **Contacts** tab you see their patients, add new ones with **+ New Contact** (or by sending them the form to fill in their details), send them their portal code and open their record with **Edit**.

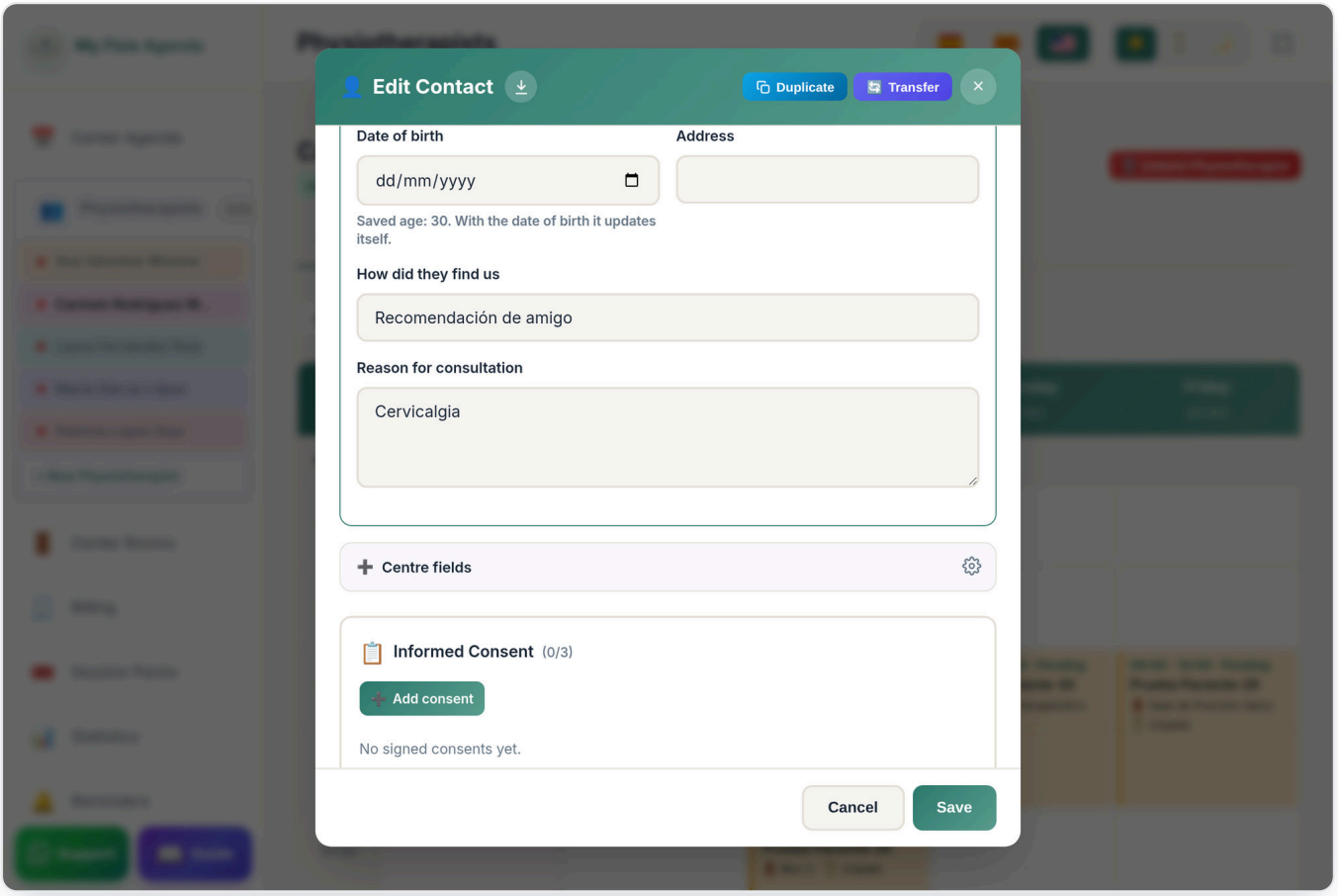


A physiotherapist's patients, with their portal code.

The record you open is the same one the physiotherapist uses: the **Minor patient?** and **Bill a Company** switches, contact details, clinical history, consents, files and reminders. **Additional data** shows **the fields that physiotherapist has set up**, live: if they add one tomorrow, you will see it too.



A patient's record seen from the clinic account.



The additional data are the fields their physiotherapist asks for.

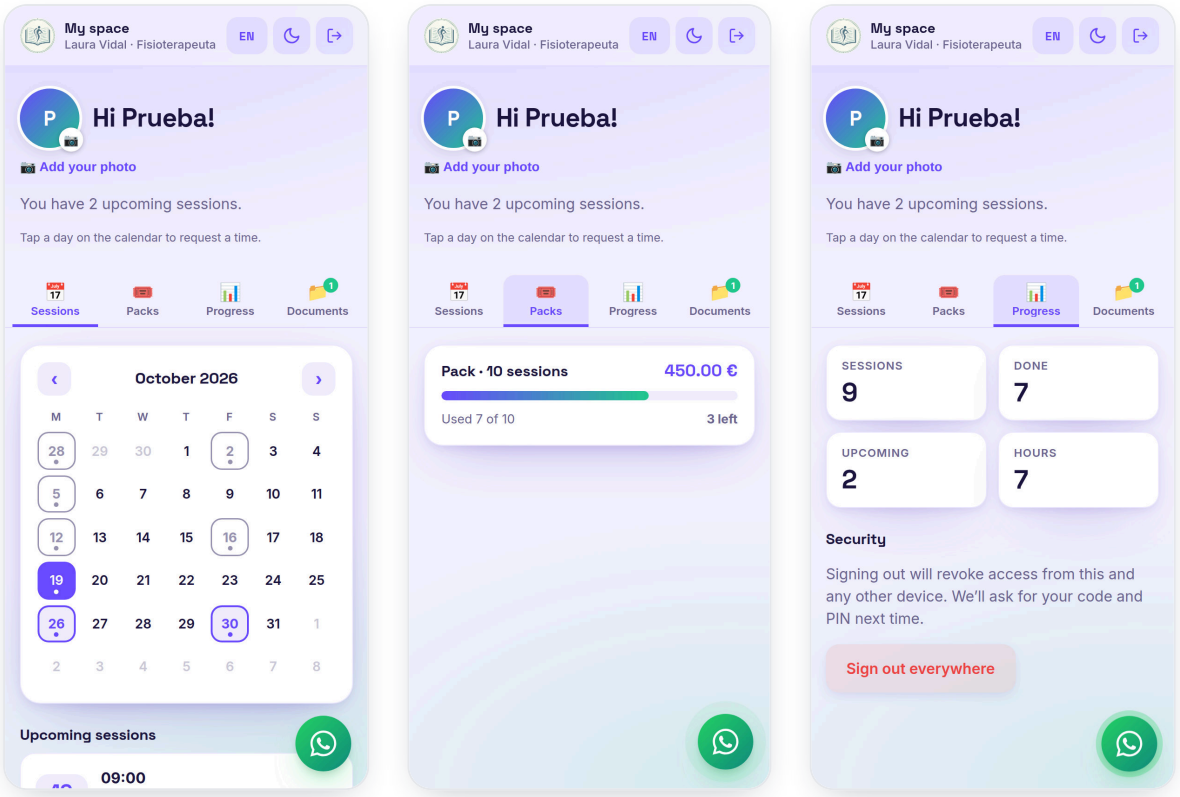
1. **Transfer** moves the patient to another physiotherapist in the clinic, history included.
2. **Duplicate** adds the patient to another physiotherapist's agenda too: contact details, billing and consents stay in sync, while the clinical history, files and appointments belong to each physiotherapist.
3. The download icon next to the title exports the record as a PDF, choosing which data to include.
4. Consent forms you get signed from the clinic account use the text and language set up by the physiotherapist.

> 💡 **Tip:** In **Settings › General › Centre fields in patient records** you also define the **"Centre fields"**, which appear in the records of all your physiotherapists: they fill them in, but only the clinic can configure them.

9 Patient portal

📍 **Where to find it** | Physiotherapist › Contacts › Send patient code

Every patient in the clinic can have their own online space, **"My space"**, with a **personal code** and a **PIN**. They see their sessions, packs, progress and the documents shared with them, and can **request an appointment** in their physiotherapist's free slots or cancel a session.



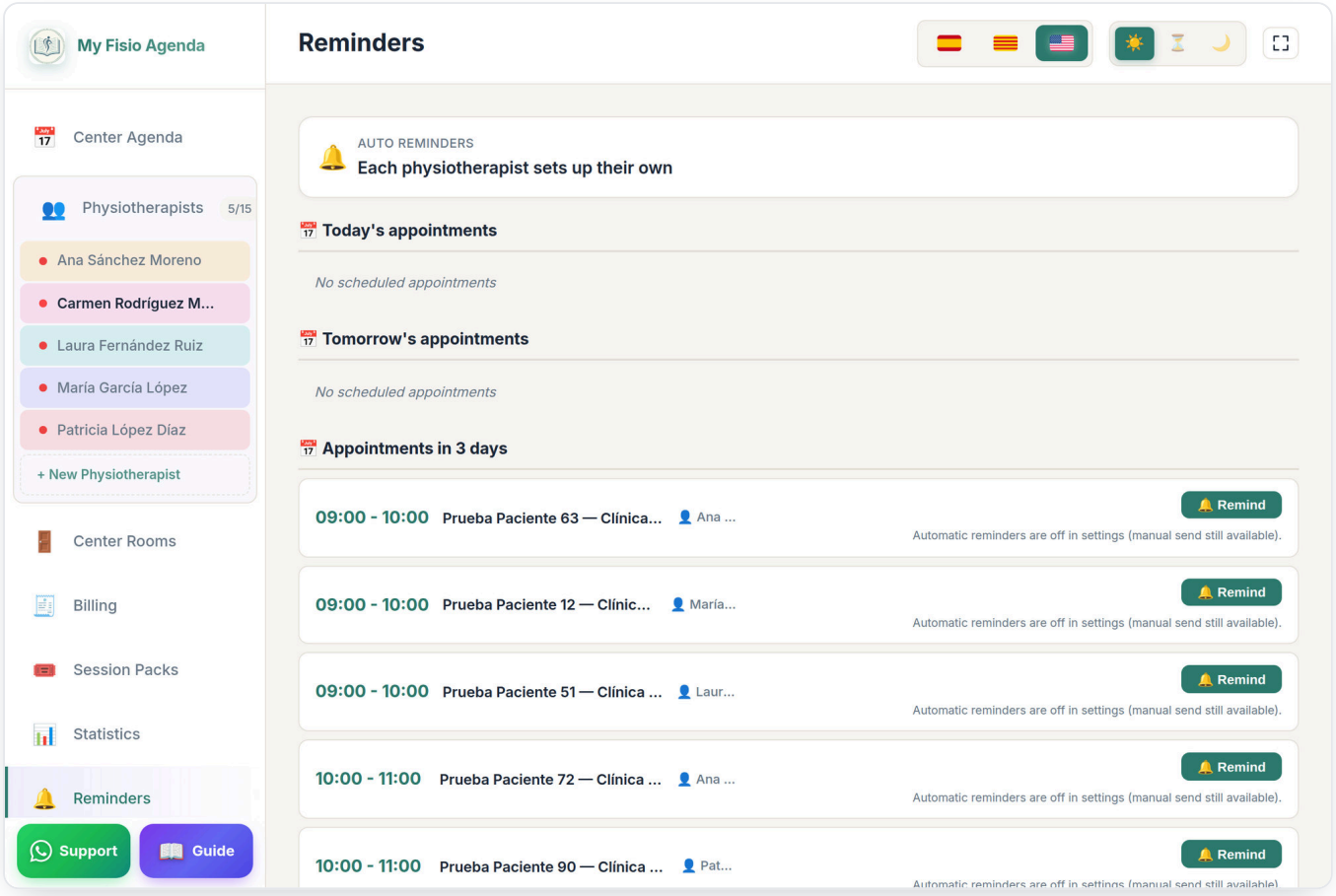
The patient's space on their phone: appointments, packs and progress.

> 💡 **Tip:** The times the patient sees come from their physiotherapist's **working hours**, minus their appointments and blocks. Requests reach that physiotherapist's agenda as a slot waiting to be confirmed.

10 Reminders

📍 Where to find it | Menu › Reminders

Automatic WhatsApp reminders 24 hours before each appointment are set up by each physiotherapist in their own account (when they are sent, the portal link and the language) and use their plan's quota; you can turn them on or off from the **Settings** tab of their record. In **Reminders** you see the whole team's **sessions for today** and the next days, with each one's physiotherapist, and **Remind** opens WhatsApp with the message ready to send by hand.

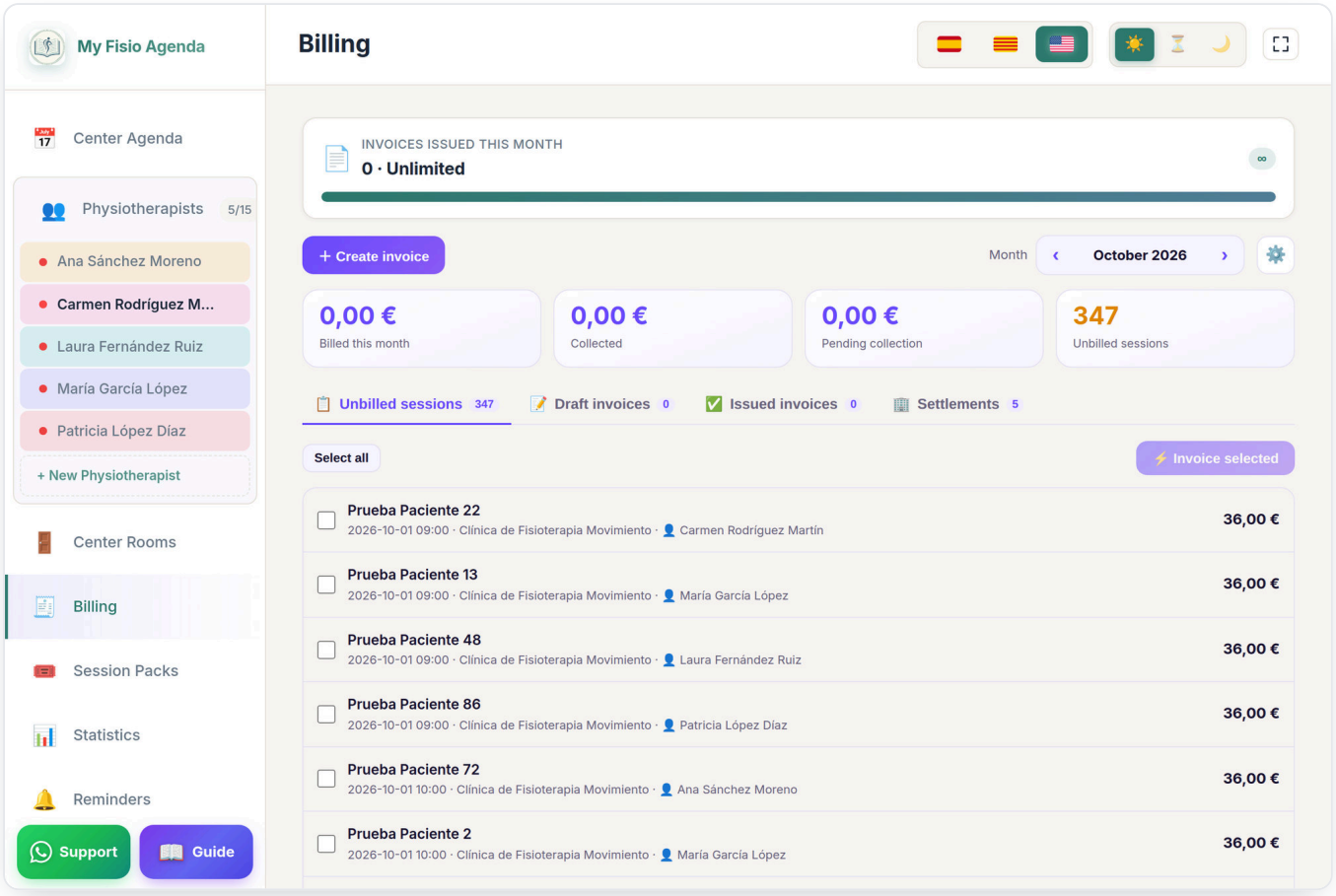


Clinic reminders: the team's upcoming sessions and manual sending.

11 Invoicing and settlements

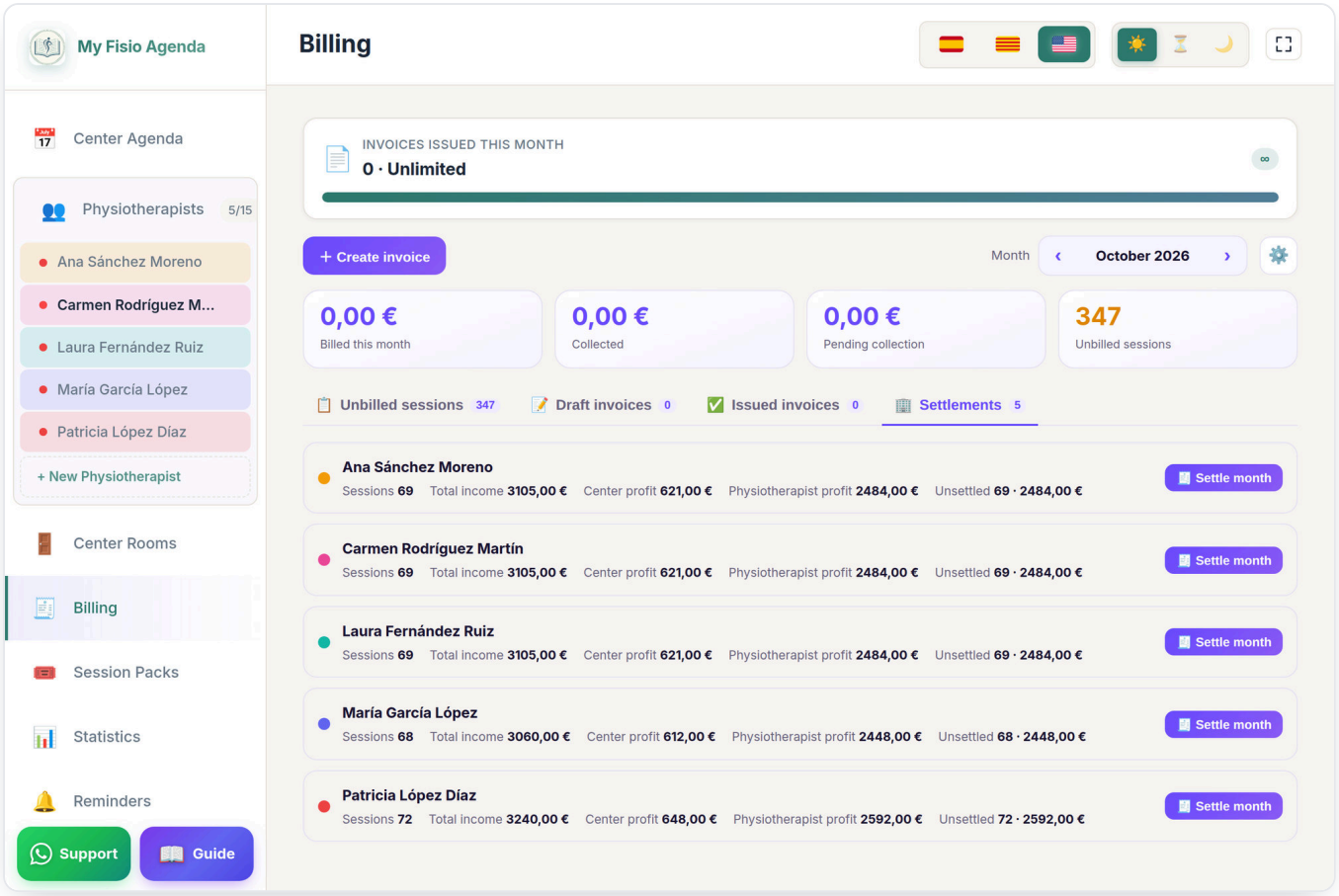
📍 Where to find it | Menu › Billing

Billing works like a physiotherapist's, but with the whole team's sessions: in **Unbilled sessions** each session shows which physiotherapist it belongs to; tick the ones you want and press **Invoice selected**. Invoices start as drafts and, once submitted to **VeriFactu** (using the clinic's digital certificate, in the ⚙️ of Billing), they are sealed.



The whole team's unbilled sessions, with each one's physiotherapist.

In **Settlements** you see, per physiotherapist and month, their sessions, the total income, the **center profit** (its commission), the **physiotherapist profit** and what is still unsettled. **Settle month** creates that month's settlement invoice as a draft, in the physiotherapist's name, with their sessions.



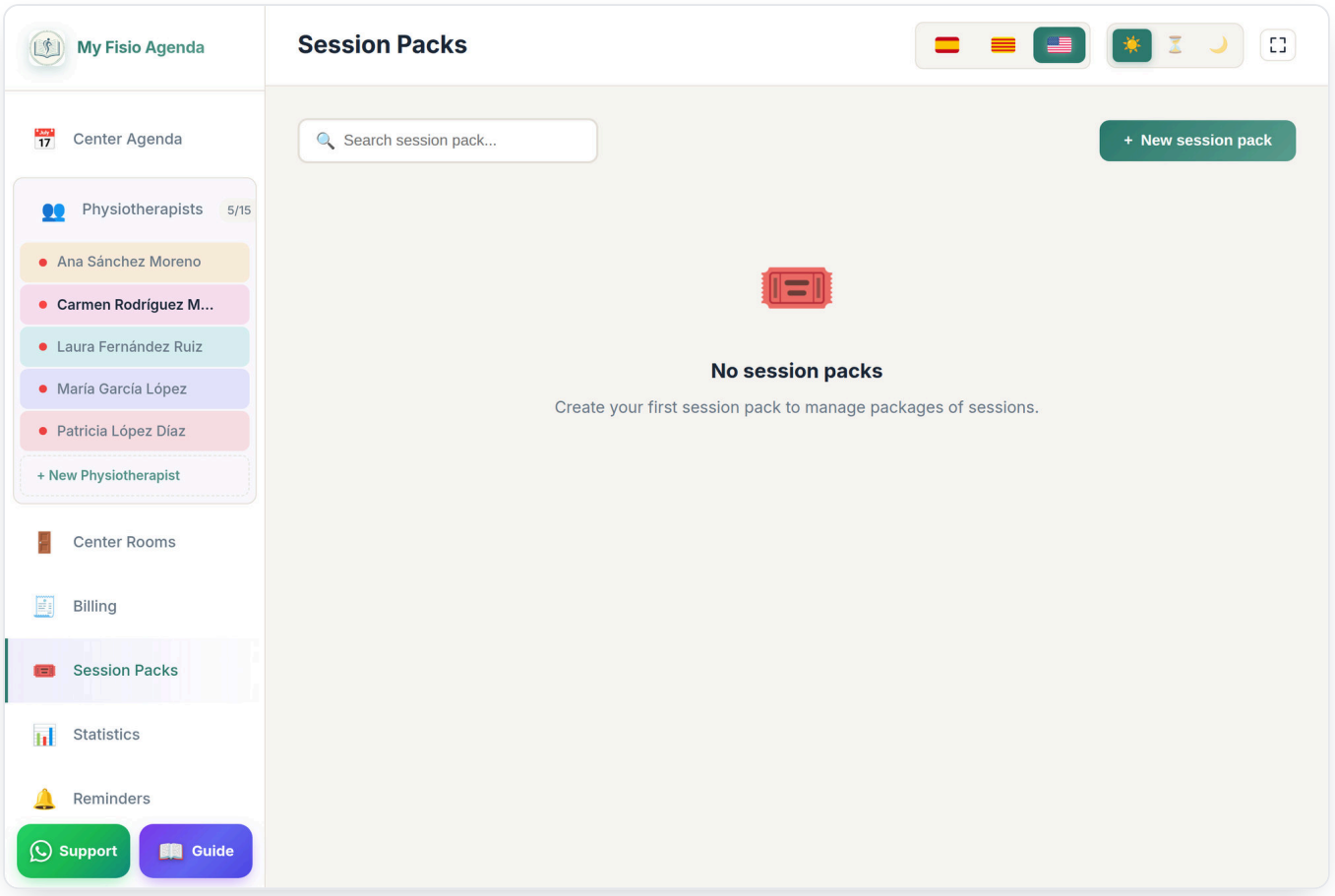
Settlements: total income, center profit (20 % commission) and each physiotherapist's profit.

> 💡 **Tip:** Each physiotherapist's commission is set in the **Settings** tab of their record; settlements and the clinic's net profit are calculated from it.

12 Session packs

📍 Where to find it | Menu › Session Packs

Session Packs lists the prepaid session packs of the clinic's patients, who created each one, the amount and how many sessions have been used. Create a new one with **New session pack** and search by patient.

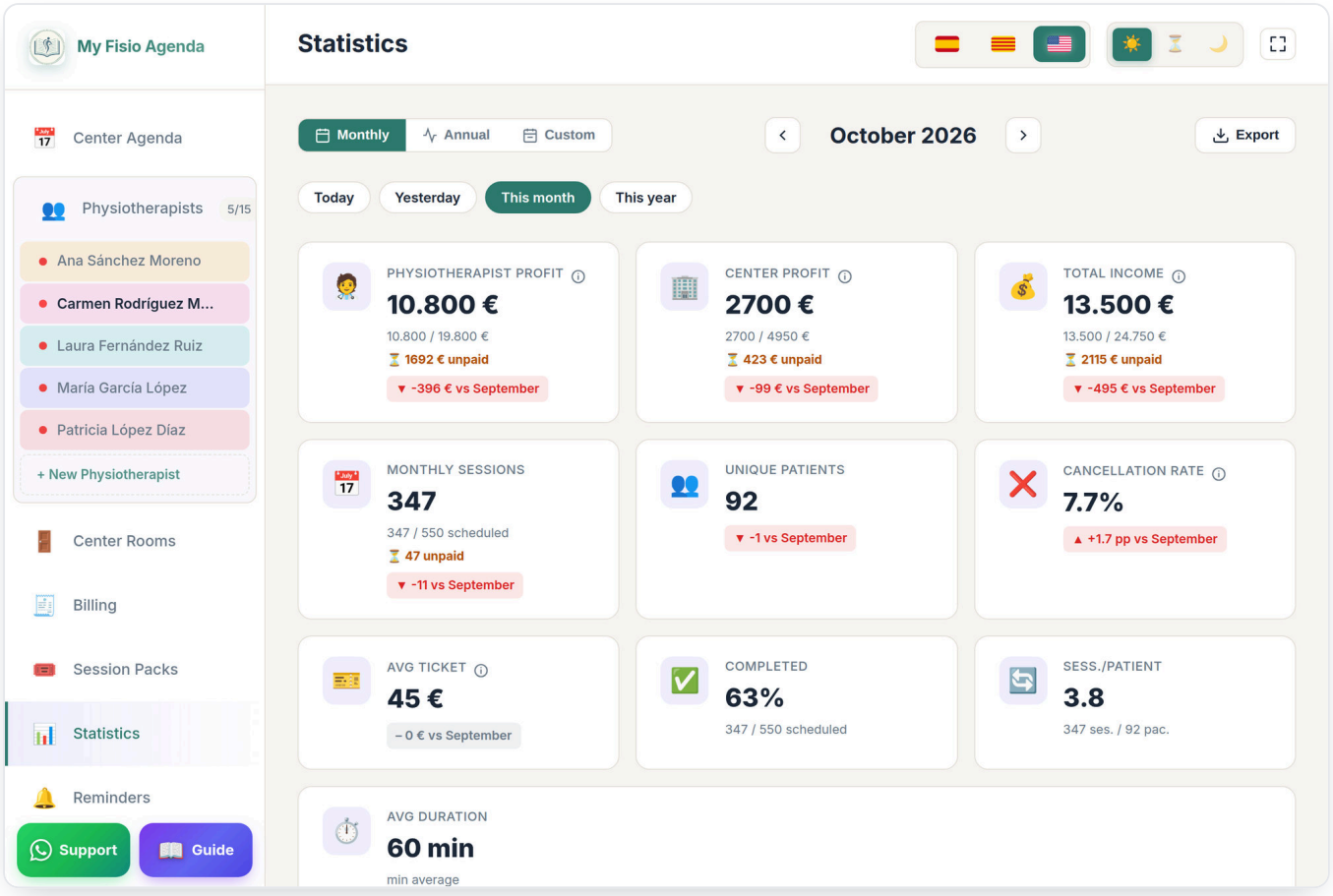


The clinic's packs and their usage.

13 Clinic statistics

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

Statistics gives you the whole clinic's figures: sessions this month, gross income, **clinic net profit** (what the clinic keeps after paying the physiotherapists), unique patients, cancellation rate, average ticket, completed sessions, sessions per patient and average duration, plus the **Top 5 physiotherapists** and **rooms**.



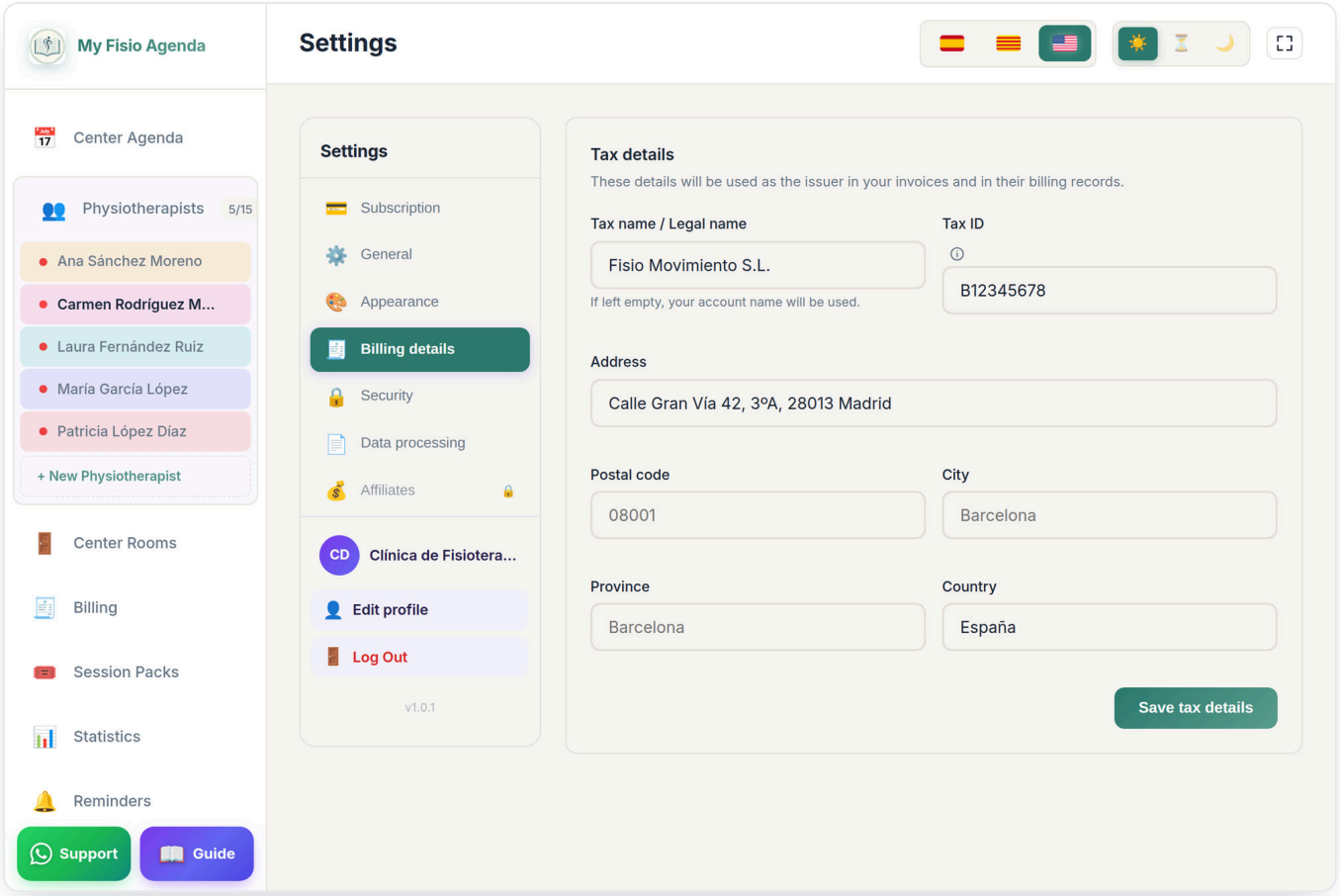
Clinic statistics, with physiotherapist and room rankings.

1. Switch between **Monthly** and **Annual** and move between periods with the arrows.
2. **Export** downloads the report as a PDF.
3. A single physiotherapist's statistics are in the **Summary** tab of their record.

14 Clinic tax details

📍 Where to find it | Settings › Billing details

In **Settings › Billing details** you enter the clinic's details as issuer: company name, tax ID, address, postcode, city, province and country. They appear on all the clinic's invoices.



Settings › Clinic billing details.

> 💡 **Tip:** Check them before submitting to VeriFactu: an issued invoice cannot be changed, only corrected.

15 Google Calendar

📍 **Where to find it** | Each physiotherapist's account › Settings › Integrations

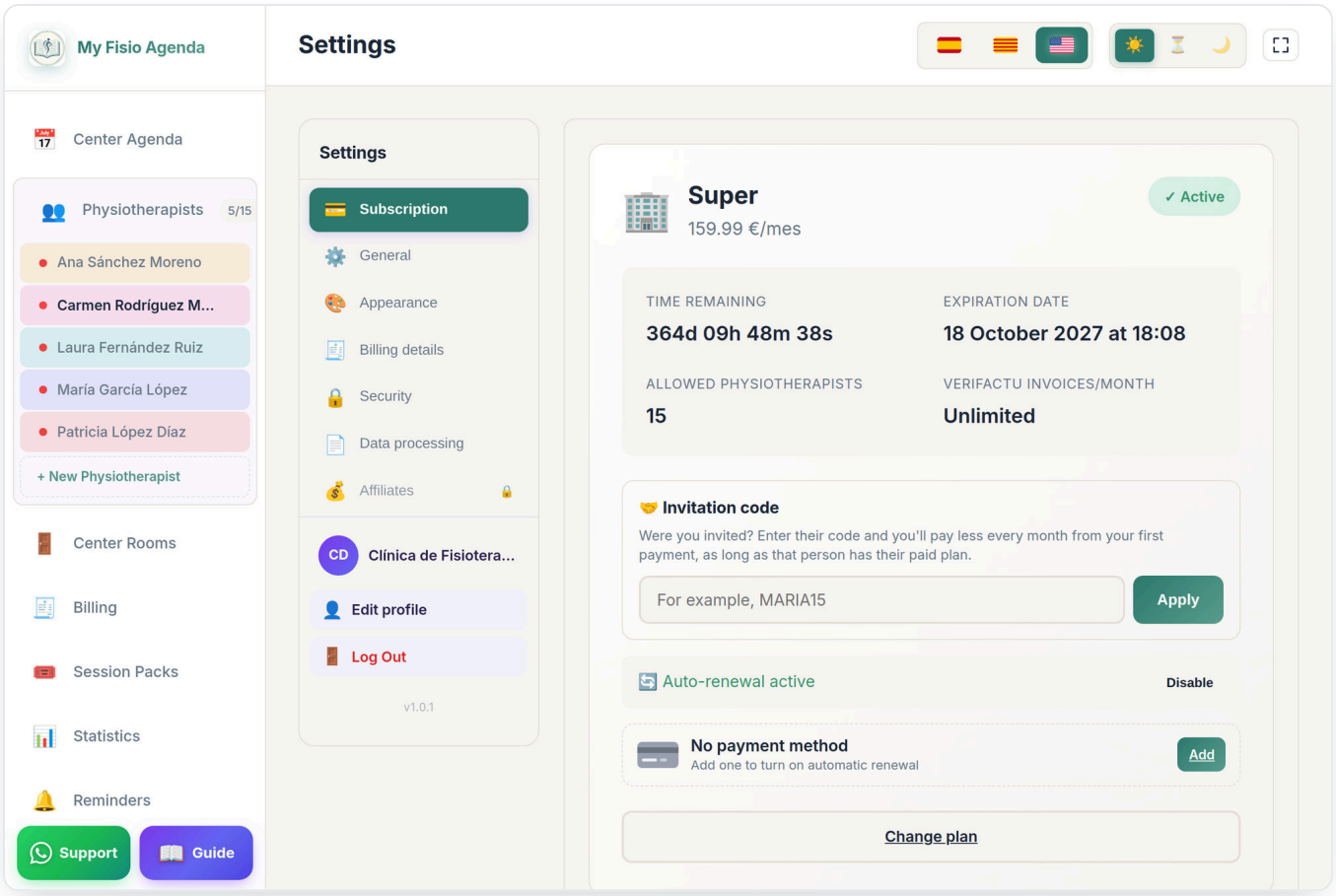
The Google Calendar connection belongs to **each physiotherapist**. Since the clinic has no agenda of its own, each physiotherapist connects their Google Calendar from **their Settings › Integrations** (or with **Link with Google** in their agenda) to have their sessions there.

> 💡 **Tip:** That is why the clinic Settings have no Integrations section: there is nothing for you to connect.

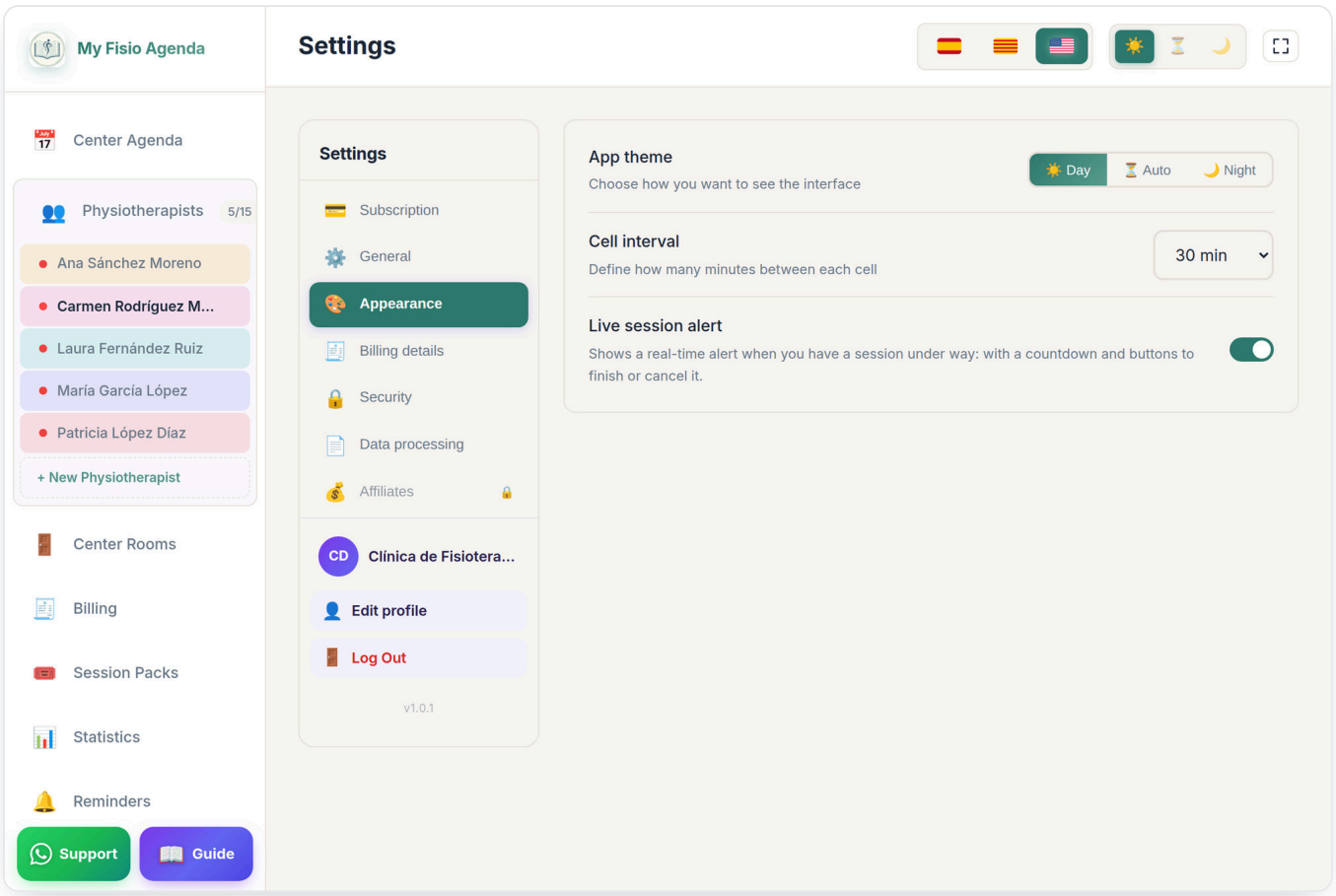
16 Settings, subscription and security

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

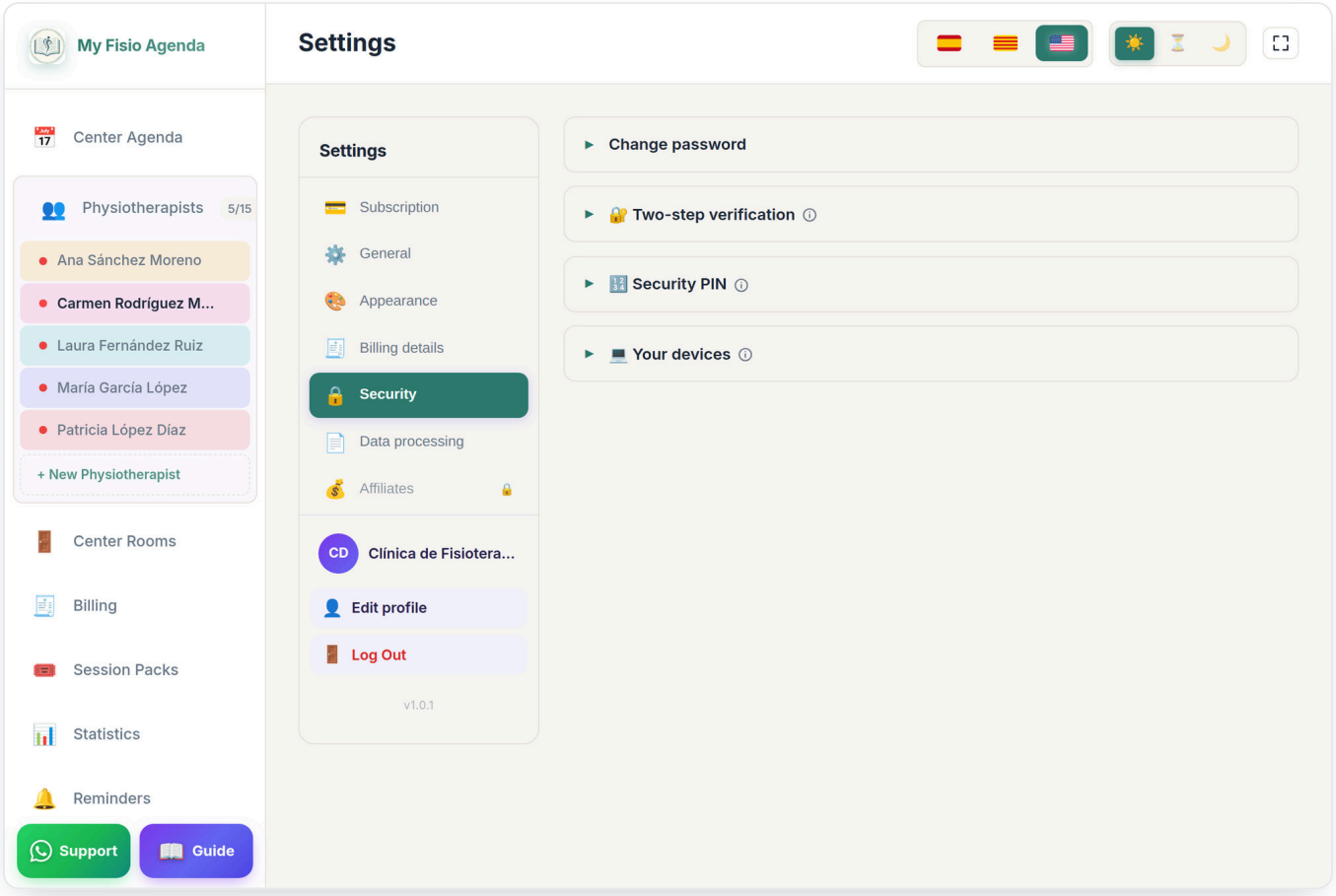
In **Subscription** you see the clinic plan, the physiotherapist limit and this month's usage. In **Appearance** you choose the theme, the agenda cell interval and the live session alert. **Security** protects the account, and **Data processing** holds the legal documents you accepted and the data processing agreement.



Settings › Clinic subscription.



Settings › Appearance.



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

1. Turn on email **two-step verification** and change the password when needed.
2. Set a **4-digit PIN** and choose which tabs of the physiotherapists' records are protected by it.
3. Review the devices with an open session and log out any you do not recognise.