

# How a Regulatory Veterinarian Reviews and Completes a Post Layoff Report

After logging into the HISA Portal, expand the sidebar.

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Drop down "Reg Vet Reports."

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Select "Post Layoff Reports."

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Post Layoff Reports will appear in a list. They will appear for all tracks and locations, not just the track you work at.

You can use the search bar to find the horse you are looking for. Use keywords such as the track name, horse name, trainer name, etc.



You can also sort the columns alphabetically and numerically. Use the up and down arrows to sort the lists.

Q Search	i.											1
		Submission Date	Horse 个	Can Work/Race	On Vets List	Current Location	Intended Track To Race	Intended Race Date	Reason for Layoff	Last Race/Days	Status	Resp Pe
	VIEW	2024-11-20			Y	Neil's Training Track 2 (L-000-021-868)	Atokad Downs L-000-000-026	2024-11-26	Freshening	N/A	Complete	Nei (P-000
	VIEW	2024-11-27		<b></b>	Ν	(L-000-000-178)			Surgery/fracture	2024-11-17 79 Days	Complete	Maria (P-000
	VIEW	2024-12-08			Ν	Saratoga (L-000-000-043)	Gulfstream Park L-000-000-081	2024-12-25	Other	2025-01-26 9 Days	Complete	Maria (P-000
	VIEW	2024-12-08			N	(L-000-014-172)			Surgery/respiratory	2024-12-11 55 Days	Submitted	Maria (P-000
	VIEW	2025-01-10		Ŵ	Ν	Penn National (L-000-000-076)			Abscess	2025-01-29 6 Days	Submitted	Maria (P-000
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Once you have found your report, click on "VIEW" to open it.



Review the information provided by the Responsible Person and scroll down.



You can compare the treatment records that the Responsible Person submitted versus what the HISA system has.

You can also click on the blue button to open up the horse's complete treatment records.

You can see if the report is "Pending" or "Review Complete."

Click "Okay" to close it.



To change the status of the report, if it's not already completed, click on the three dots below "Action."



In this example, the report is already complete, so you cannot change the status.

However, if the report is "Submitted" you can change it to "Pending" while you conduct your work on it and switch it to "Complete" when finished.

If you believe the horse is not fit to race, you can mark the report "Complete" and put the horse on the Vets' List.

