

Post Layoff Report Tips, Tricks & Common Mistakes – FOR TRAINERS

- Make sure you change the **current location** of the horse when filling out the report, so that the Regulatory Veterinarian will be able to easily find it when searching by track location name. (*Screen 3 on Step by Step*)
- Whenever possible, add the **Planned Track of Entry** so the Regulatory Vet at that track knows to look for your report – especially if the horse is at a training facility or a track without a HISA Associated Regulatory Veterinarian. (*Screen 4*)
- Please review your horse’s treatment records **before creating a new record**, as you want to avoid duplication.
- When adding a treatment record that you believe is missing from the horse’s records, ensure that you put in the **correct dates to avoid a vet listing**.
- If you aren’t taking ownership over certain treatment records, **explain why in the notes** section. (*Screen 10*)
- If you know a treatment record exists, but the HISA Helper (the button with the light bulb) isn’t displaying it, that’s okay. **Explain the situation in the notes**. The Regulatory Veterinarian will be able to see your horse’s complete set of treatment records, so they can look for it. (*Screen 10*)
- You can click “yes” to having a specific type of treatment record without displaying it. You can explain why in the notes section.
- For medications, you only need to select the records associated with **current medications**. This may result in you not selecting treatment records for medications administered to your horse in the past (you can explain this in the notes at the end).
- Clicking “**Save**” is not the same as submitting the Report. Save will simply save it to your horse’s details page. Submitting will send it to the Regulatory Veterinarians for review. You can return to it later to complete and submit. (*Screen 14*)
- If you want to **Submit the report rather than save it**, make sure you click “Next,” all the way to the last page. On the last page, you will have to click the box affirming that to the best of your knowledge, all your answers and accompanying information are correct. Only then can you select to Submit the report. (*Screen 12*)
- If you do not race the horse within **90 days** of submitting the report, it will expire, and you will need to fill out a new one.
- You can **check your Post Layoff Report’s status** under “My Horses” in your portal. Search for the horse by name or scroll down to the horse’s name and click on “View.” Scroll down your horse’s details page until you see the category “Post Layoff Reports.” (*Screens 14–15*)

Need Assistance?
Call the HISA 24/7 Help Desk
1-877-513-2919

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