



# Administration

WARN NO. 4764

April 8, 2020

Administrative Offices  
Administration  
Credentialing  
Finance/Accounting  
Human Resources  
Patient Accounts  
Information Technology  
Supply Chain

Oregon Dislocated Worker Unit  
Office of Workforce Investments  
Oregon Higher Education Coordinating Commission  
875 Union Street NE  
Salem, OR 97311

847 NE 19th Ave., Suite 300  
Portland, OR 97232  
Tel: (503) 963-2801  
Fax: (503) 963-2825

To Whom It May Concern:

As you know, we are amid an unprecedented pandemic due to the worldwide COVID-19 outbreak. These events, along with restrictions on performing non-emergency surgeries and procedures, have resulted in a dramatic loss of business at The Oregon Clinic (TOC).

TOC has taken significant and immediate measures to protect the health and safety of our workforce and patients. However, this dramatic loss of business forces us to make difficult staffing decisions in order to allow us to continue operations in the future.

Starting in mid-March our locations around the Portland Metropolitan area have had to significantly reduce staff hours and place employees on temporary furloughs. By the beginning of April approximately 80% of our staff were impacted by furloughs or hours reductions. This correspondence constitutes The Oregon Clinic's notice of mass Temporary Layoff at the locations listed in **Attachment A** pursuant to the federal WARN Act (29 U.S.C. § 2101 et seq). **Attachment B** indicates impacted job titles, subject to change as the crisis unfolds.

Currently, TOC intends the reductions to be temporary. Due to the COVID-19 pandemic, it is currently unknown when business will resume to normal. With current state restrictions we anticipate them continuing to the middle of June but are unable to provide a specific return to work date. TOC will consider a variety of factors when recalling employees to work, including, but not limited to, business need, cross training, area of expertise, past performance and seniority.

We look forward to the end of this pandemic, having our employees together again, and the opportunity to take care of all our patients.

Sincerely,

Kristin Cole  
Director of Human Resources

Cc:

Mayor Ted Wheeler  
City of Portland  
[mayorwheeler@portlandoregon.gov](mailto:mayorwheeler@portlandoregon.gov)  
1221 SW 4th Ave, Room 340  
Portland, OR 97204

Mayor Frank Bubenik  
City of Tualatin  
[fbubenik@tualatin.gov](mailto:fbubenik@tualatin.gov)  
18880 SW Martinazzi Ave  
Tualatin, OR 97062

Mayor Rick Rogers  
City of Newberg  
[rick.rosers@newbergoregion.gov](mailto:rick.rosers@newbergoregion.gov)  
414E. First Street  
Newberg, OR 97132

Mayor Dan Holladay  
City of Oregon City  
[dholladay@orcite.org](mailto:dholladay@orcite.org)  
625 Center Street  
Oregon City, Oregon 97045

Mayor Shane Bemis  
City of Gresham  
[MayorBemis@GreshamOregon.gov](mailto:MayorBemis@GreshamOregon.gov)  
1333 NW Eastman Parkway  
Gresham, OR 97030

## **Attachment A**

### **Portland Locations**

10000 SE Main, Ste. 342, Portland, OR 97216  
2222 NW Lovejoy St. Ste. 622, Portland, OR 97210  
501 N Graham St. Ste. 550, Portland, OR 97227  
501 N Graham St. Ste. 555, Portland, OR 97227  
501 N Graham St., Ste. 420, Portland, OR 97227  
501 N Graham St., Ste. 500, Portland, OR 97227  
9427 NW Barnes Rd., Ste. 296, Portland, OR 97225  
1111 NE 99Th Ave., Portland, OR 97220  
1130 NW 22nd Ave., Ste. 535, Portland, OR 97210  
1414 NW Northrup, Ste. 600, Portland, OR 97209  
4805 NE Glisan St. Ste. 6N60, Portland, OR 97213  
5050 NE Hoyt St. Ste. 655, Portland, OR 97213  
5050 NE Hoyt St. Ste. 223, Portland, OR 97213  
5050 NE Hoyt St. Ste. 259, Portland, OR 97213  
5050 NE Hoyt St. Ste. 353, Portland, OR 97213  
5050 NE Hoyt St. Ste. 359, Portland, OR 97213 (East)  
5050 NE Hoyt St. Ste. 362, Portland, OR 97213  
5050 NE Hoyt St. Ste. 422, Portland, OR 97213 (East)  
5050 NE Hoyt St. Ste. 514, Portland, OR 97213  
5050 NE Hoyt St. Ste. 651, Portland, OR 97213  
9155 SW Barnes Rd. Ste. 440, Portland, OR 97225 (West)  
9155 SW Barnes Rd. Ste. 532, Portland, OR 97225 (West)  
9155 SW Barnes Rd. Ste. 735, Portland, OR 97225  
9155 SW Barnes Rd., Ste. 536, Portland, OR 97225

### **Tualatin Locations**

19260 SW 65th Ave. Ste. 420, Tualatin, OR 97062  
19250 SW 65th Ave., Ste. 240, Tualatin, OR 97062  
19250 SW 65Th Ave., Ste. 135, Tualatin, OR 97062  
19250 SW 65Th Ave., Ste. 235 Tualatin, OR 97062  
19250 SW 90th Ave, Tualatin, OR 97062

### **Newberg Locations**

1003 Providence Dr. Ste. 315, Newberg, OR 97132  
879 Providence Dr., Newberg, OR 97132

### **Oregon City Locations**

1508 Division St. Ste. 115, Oregon City, OR 97045  
1508 Division St. Ste. 15, Oregon City, OR 97045  
1510 Division St., Ste. 10, Oregon City, OR 97045

### **Gresham Locations**

24076 SE Stark, Ste 230, Gresham OR 97030  
24900 SE Stark St Medical Office 1, Suite 103 Gresham, OR 97030

**Attachment B****Job Titles impacted- *approximpy 820 employees impacted***

A/R Reimbursement Analyst	Data Entry Specialist Coordinator
Accounts Payable Clerk	Device Technician MA
Accounts Payable Clerk Coordinator	Echo Technician
Accounts Receivable Cashier	EMR Document & Imaging Specialist
Accounts Receivable/ Insurance Rep	Endo Center Assistant Manager
Accounts Recvble/Ins Rep II	Endoscopy Center LPN
Administrative Assistant	Endoscopy Center Manager
Administrative Asst (IT)	Endoscopy Center Registered Nurse
Administrative Coordinator	Endoscopy Center RN Coordinator
Advice Nurse	Endoscopy Center RN/Safety Coordinator
Advice Nurse (LPN)	Endoscopy Technician
Audiologist	Endoscopy Technician Coordinator
Benefits & Compensation Specialist	Executive Assistant
Business Office Department Manager	Financial Analyst
Business Office Department Supervisor	Financial Counselor
Buyer	Financial Counselor Coordinator
Buyer Coordinator	Float Manager
Centricity Trainer	Forms Developer
Certified Coder	Graphic Designer
Certified Coder II	Hearing Instrument Specialist
Clinic Manager	Histology Tech Supervisor
Clinic Supervisor	Histology Technician
Clinical Assistant Manager	HR Manager
Clinical Assistant Manager Non RN	Human Resources Asst
Clinical Content Manager	Human Resources Genrlst
Clinical Manager	Imaging Coordinator
Clinical Manager Non RN	Imaging Supervisor
Clinical Supervisor	Information Systems Manager
Clinical Systems Analyst	IT Project Manager
Clinical Systems Specialist	IT Technician
Coder	IT Technician/Network Administrator
Compliance Specialist	IT Technician/Network Administrator
Contract Analyst	IT Technician/Telecom Assistant
Courier	Leave Administrator
Credentialed MA Coordinator	Licensed Practical Nurse
Credentialed MA Float Coordinator	Maintenance/Building Engineer
Credentialed Medical Assistant	Marketing Specialist
Credentialed Medical Assistant Float	Medical Assistant
Credentialing Specialist	Medical Lab Technician
CT Technologist	Medical Records Representative
Data Analyst/Developer	Medical Records Supervisor
Data Entry Specialist	Motility Lab Tech

**Attachment B cont.**

MRI Technologist  
Network Administrator  
Nuclear Medicine Technologist  
Nurse Practitioner  
Nurse Practitioner Coordinator  
OB Coordinator  
PACS Technician  
Patient Account Representative  
Patient Services Coordinator  
Patient Services Float  
Patient Services Float Coordinator  
Patient Services Specialist  
Physician Assistan Surgical Neurosurgery  
Physician Assistant  
Physician Assistant Coordinator  
Physician Assistant Surgical  
Polysomnographic Tech Coordinator DME  
Polysomnographic Techngst  
Polysomnographic Technologist Coord  
Project Manager  
Project Manager II  
Publicist  
Quality Assurance Manager  
Quality Assurance Specialist  
Recall Specialist  
Receptionist  
Recruiter  
Referral Coordinator  
Referral Coordinator II

Refund Specialist  
Registered Dietitian  
Registered Nurse  
Research Assistant  
Research Coordinator  
Resident  
Revenue Cycle QA Specialist  
Risk & Patient Safety Specialist  
Scribe  
Scribe Coordinator  
Senior Recruiter  
Senior Staff Accountant  
Sleep Lab Manager  
Staff Accountant  
Supply Chain Services Manager  
Supply Clerk  
Surgical Assistant  
Switchboard Operator  
Telecomm Administrator  
Training & Development Manager  
Training and Development Coordinator  
Transcriptionist  
Ultrasound Technologist  
Ultrasound Technologist Coord  
Videographer  
Ward Clerk