



WARE NO. 5587

April 14, 2020

Oregon Disclosed Worker Unit  
Office of workforce Investments  
Oregon Education Coordinating Commission  
875 Union Street NE  
Salem, OR 97311

To Whom it May Concern:

Due to unforeseeable business circumstances caused by the COVID-19 pandemic and the resulting restrictions on non-emergency medical procedures imposed by the state, The Portland Clinic (TPC) has experienced a sudden and dramatic decline in business. We are following appropriate Center for Disease Control (CDC) regulations to limit in-person patient visits and transfer what we can to video and telephone visits, which we started for the first time two weeks ago. TPC is only seeing a fraction of our patient base that we would normally see causing our revenue to plunge. TPC has paused on all elective surgeries and procedures, but they are an important part of our private health clinic revenue model. These challenges have forced TPC to make challenging personnel decisions including hour reductions and temporary furloughs impacting nearly 75% of our employees.

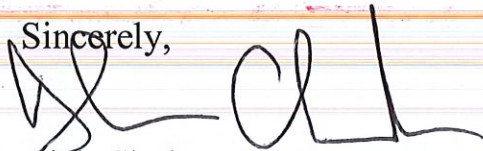
Effective April 6, 2020 TPC has temporarily furloughed 193 employees for 60 days and temporarily closed our Downtown and South clinics to consolidate staffing at our three other locations. We reduced hours and pay to 234 other employees and our doctors took a 20-30% pay cut for April and May.

We hope to be able to return all these employees to work in June but will comply with state and federal authorities in that regard. No union or collective bargaining units exist. All affected employees have been given notice and instructions to apply for unemployment benefits.

The locations, job title, and number of affected employees are included in the following attachments.

Please contact me if you need additional information.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Dick Clark', written over a horizontal line.

Dick Clark  
Chief Executive Officer

Cc:

Mayor Ted Wheeler  
City of Portland  
1221 SW 4<sup>th</sup> Ave.  
Room 340  
Portland, OR 97204

Mayor Jason Snider  
City of Tigard  
13125 SW Hall Blvd  
Tigard, OR 97223

Mayor Denny Doyle  
City of Beaverton  
P.O. Box 4755  
Beaverton, OR 97076



## Attachment A

<b>Total impacted employees</b>	427
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<b>Locations:</b>	
Alberty Surgical Center	9100 SW Oleson Rd. Tigard, OR 97223
Tigard	9250 SW Hall Blvd Tigard, OR 97223
Beaverton	15950 SW Millikan Way Beaverton, OR 97003
Downtown	800 SW 13 <sup>th</sup> Ave. Portland, OR 97205
Northeast	5005 NE Sandy Blvd Portland, OR 97213
South	6640 SW Redwood Ln. Portland, OR 97224
Yamhill Plaza	1221 SW Yamhill St. 4 <sup>th</sup> Floor Portland, OR 97205

<b>Job Titles</b>		
Access Services Manager	HR Director	Physician Associate
Administrative Manager	HR Specialist	Physician Associate DO
Adult Nurse Practitioner	Imaging Assistant	Principal Trainer
Aide	Imaging Processor/HPO Projects	Psychologist
Analyst	Infusions RN	PT Aide
Analyst II	Insurance Representative	Rad/Bone Density Tech
Analytics and Utilization Medical Assistant	Inventory Control Clerk	Rad/Mamm Tech
Behavioral Health Access Coordinator	IT Director	Radiology Manager
Benefits Verification Representative	Lab Assistant	Radiology Reception
Bone Density Tech	Lab Supervisor	Radiology Tech
Branch Manager	Lead Care Manager	Records Release Specialist
Care Coordinator	Lead Dietician	Recruiter
Care Navigator	Lead Lab Assistant	Referral Coordinator

CEO	Lead Maintenance Tech	Registered Dietitian
Certified Ophthalmic Tech	Lead Medical Assistant	Registration
CFO	Lead Ophthalmic Tech	Registration II
Charge Nurse	Lead Patient Accounts Rep	Resource Scheduler
Chief Operations and Information Officer	Lead Pharmacy Tech	Revenue Integrity Analyst
Clinical Pharmacist	Lead Physical Therapist	RN
Clinical Pharmacy Director	Lead Rad/Mamm Tech	RN Care Manager
CMO	Lead RN	Scheduling and Onboarding Specialist
CNA2	Lead Scheduler	Scheduling I
Coding Specialist	Licensed Social Work Care Manager	Scheduling II
Collection & Referral Specialist	Mail Room Clerk	Scrub Tech
Compliance and Privacy Officer	Maintenance Tech I	Senior Branch Manager
Copy Room Coordinator	Maintenance Tech II	Senior Business Intelligence Analyst
Credentialing Specialist	Mammography Coordinator	Sleep Center Clinical Lead
CT Tech	Marketing and Public Relations Director	Sleep Center Office Coordinator
CT/MRI Aide	Marketing Coordinator	Sleep Center Registration
Data Integrity Analyst	Material Coordinator	Sleep Technician
Day Surgery Coordinator	Medical Assistant	Sonographer
Day Surgery Registration	Medical Assistant II	Specialty Registration
Diabetes Medical Assistant	Medical Lab Tech	Sterile Processing Tech
Diabetes RN	Medical Technologist	Support Analyst
Diabetes Services Specialist	Medical Technologist II	Support Tech I
Director of Behavioral Health	MRI Tech	Support Tech II
Director of Day Surgery	Nursing Manager	Support Trainer
Director of Nursing Services	Nursing Support/Referral Coordinator	Surgery Center MA
Director of Provider Relations	Ophthalmic Technician	Surgery Center MA II
Echo Technologist	Optician	Surgery Center RN
ENT Surgery Scheduler	PACS Specialist	Surgery Scheduler
External Courier	Patient Access Specialist	Technical Services Manager
Facilities Director	Patient Accounts	Third Party Liability Specialist
Family Nurse Practitioner	Patient Communications Coordinator	Triage RN
Financial Accountant	Patient Experience Coordinator	Urgent Care Registration
Financial Counselor	Patient Services Representative	Urology RN
Front Office Supervisor	Payroll Specialist	Vascular Ultrasound Tech
H.I.M. Coordinator	Physical Therapist	
H.I.M. Tech	Physician Assistant	