

INFORMATION MANAGEMENT TECHNICIAN (NOC: 12112)

Posted by Med Image Diagnostic Centre

Posting Date: 22-Jul-2025

Closing Date: 18-Jan-2026

Location: Scarborough

Salary: \$36 Per Hour

Job Requirements

- **Education**: College/CEGEP or other non-university certificate or diploma from a program of 1 years to 2 years
- Language: English
- Years of Experience: 2 years
- Vacancy: 1
- Job Type: Full TimeJob id: ABOJ2587840

Job Description:

INFORMATION MANAGEMENT TECHNICIAN (NOC: 12112)

Posted on July 22, 2025 by Med Image Diagnostic Centre

JOB DETAILS
Location:
Scarborough, ON
M1B 4Y7
Salary
\$36.00 hourly / 30 hours per week
Terms of employment
Permanent employment
Full time
Start date
Starts as soon as possible
Shift
Day, Morning, Weekend
Vacancies
1 vacancy
OVERVIEW
Languages
English

Education

College/CEGEP or other non-university certificate or diploma from a program of 1 years to 2 years

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Clinic

RESPONSIBILITIES

Tasks

- **Develop document inventories** ? Requires proficiency in records lifecycle management, including retention and disposal scheduling using **Google Drive** for online storage and **external hard drives** for offline backups.
- Classify, code, cross-reference, log, and store records? Involves use of barcode labeling systems, OCR-enabled scanners, and multi-monitor workstations to ensure accuracy and traceability. Must be able to manage both digital and physical records securely.
- Compile statistics and reports on activities within records management services
 Demands advanced Excel skills and experience in data auditing within healthcare data environments. Familiarity with reporting from PACS and RIS systems is an asset.
- Develop, implement, and maintain records classification, retention, and secure disposal schedules to ensure compliance and operational efficiency. Manual compliance tracking and documentation are essential to ensure regulatory alignment and audit readiness.
- Label, prepare, and transfer information files according to established records management life-cycle procedures and schedules? Involves handling encrypted external drives and secure shredders for classified document disposal. Must ensure traceable transfer protocols and audit-ready documentation.

- Maintain access lists for security-classified records ? Requires experience
 managing access control systems, conducting audit trail reviews, and maintaining
 security clearance protocols. Familiarity with HRM systems used for secure patient
 record transmission is preferred.
- Operate information retrieval systems to research and extract records? Utilizes PACS and RIS platforms for accessing medical imaging and clinical reports. Experience with Health Information Systems (HIS) and provincial databases is beneficial.
- Analyze technical documents and reports ? Requires ability to interpret diagnostic imaging reports, technical documentation, and regulatory submissions with precision and confidentiality. Must be comfortable navigating PACS/RIS environments and healthcare terminology.

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- MS Office ? Advanced use of Excel for statistical reporting, Word for compliance documentation, and Outlook for secure interdepartmental communication
- **Document Management Systems** ? Includes Google Drive for online document storage and external hard drives for offline backups.
- Computer-Assisted Records Management Systems
 - Medical Imaging and Records Systems? Familiarity with PACS, RIS, and HRM
 platforms for secure transmission, scheduling, and management of medical images
 and patient records.
- MS Outlook ? Used for secure interdepartmental communication.

ADDITIONAL INFORMATION

Security and safety

- Minimum 2–3 years of experience in healthcare data management
- Formal training in records lifecycle management and compliance
- Proficiency in analyzing diagnostic reports and technical documentation
- Experience preparing audit documentation and managing access control lists
- Familiarity with PHIPA and PIPEDA privacy legislation

Criminal record clearance required due to access to sensitive patient data
Work conditions and physical capabilities
Attention to detail
Fast-paced environment
Handling heavy loads
• Sitting
Work under pressure
Personal suitability
•eeeee Accurate
● ∈∈∈∈∈∈ Efficient interpersonal skills
• eeeee Excellent oral communication
• eeeee Excellent written communication
• eeeee Judgement
●eeeee Organized
●eeeee Team player
BENEFITS

Other benefits
●eeeee Other benefits
EMPLOYMENT GROUPS
This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:
●eeeee Support for newcomers and refugees
●eeeee Support for visible minorities
WHO CAN APPLY TO THIS JOB?
You can apply if you are:
●eeeeea Canadian citizen
●eeeeea Permanent resident of Canada
●eeeeea Temporary resident of Canada with a valid work permit
Do not apply if are not authorized to work in Canada. The employer will not respond to your application.
HOW TO APPLY
Direct apply
By Direct Apply
By email

medimagediagnostic-jobs@post.com
How-to-apply instructions
Here is what you must include in your application:
●eeeee Cover letter
This job posting includes screening questions. Please answer the following questions when applying:
●eeeee Are you available for shift or on-call work?
●eeeee Are you willing to relocate for this position?
● ∈∈∈∈∈ Do you currently reside in proximity to the advertised location?
● ∈∈∈∈∈ Do you have previous experience in this field of employment?

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: medimagediagnostic-jobs@post.com

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