



INFORMATION MANAGEMENT TECHNICIAN (NOC: 12112)

Posted by: Med Image Diagnostic Centre

Location: Scarborough

Salary: \$36 Per Hour

Job Details

Job ID

NCJ2201723

Posting Date : 22-Jul-2025

Expiry Date : 17-Jul-2026

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

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

INFORMATION MANAGEMENT TECHNICIAN (NOC: 12112)

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

- eeeeee Accurate
- eeeeee Efficient interpersonal skills
- eeeeee Excellent oral communication
- eeeeee Excellent written communication
- eeeeee Judgement
- eeeeee Organized
- eeeeee Team player

BENEFITS

Other benefits

- eeeeee Other benefits

EMPLOYMENT GROUPS

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

- Support for newcomers and refugees
- Support for visible minorities

WHO CAN APPLY TO THIS JOB?

You can apply if you are:

- a Canadian citizen
- a Permanent resident of Canada
- a 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:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- 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 reference letter from your previous employer to the following email: medimagediagnostic-jobs@post.com

Posted on newcomerjobsincanada.com