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# INFORMATION MANAGEMENT TECHNICIAN (NOC: 12112)

**Posted by:** Med Image Diagnostic Centre

**Location:** Scarborough

**Salary:** \$36 Per Hour

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## Job Details

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**Job ID**

NCJ2201723

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**Posting Date :** 22-Jul-2025

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**Expiry Date :** 18-Jan-2026

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

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 2 years

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**Job Type :** Full Time

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## 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**

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

## **BENEFITS**

### **Other benefits**

- 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?

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**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](mailto:medimagediagnostic-jobs@post.com)**

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