



MARYLAND CORRECTIONAL ENTERPRISES

Is Proud to Announce...

Data Entry and Redaction Services

MCE can help you get data “In” as well as “Out” of the right places in all your business documents. Using state of the art technology, we take an organized and reliable approach that allows us to offer a range of efficient services.

Some of the services include:

Data Entry

Process large volumes of records using high-speed data entry software. Our Data Entry plant performs in excess of one million keystrokes per day. We also verify the data using double entry for 100% verification to ensure accuracy. We can process information from hard copies, disks, or thumb drives.

Redaction

Is the process of scanning a document and “blacking out” areas having confidential information (i.e. social security numbers, dates of birth, credit card numbers, addresses, phone numbers). This process ensures that our keystroke operators and anyone viewing the final product cannot view any personal information. We can also gather the specific information wanted from the source documents and place that information into a convenient computer-based form.

Both services are available on a large variety of documents, letters, reports or forms of single or multiple pages.

Types of documents:

Incident Report Forms	Inspection Reports	Testing Reports
Mailing Lists	Registration Documents	Equipment Usage Reports

We also have the capability to compile survey results!
For more information call Customer Service at 410-540-5400.

The image shows a sample of a medical insurance form. Several areas are redacted with black boxes, including the patient's name, address, birth date, and insurance details. The form includes fields for patient name, address, birth date, and insurance details. A large 'SAMPLE' watermark is overlaid on the form.