





Secure, Innovative Solutions  
for Healthcare & Beyond

# Capability Statement

## Scanning Bureau Services

OVERVIEW	Brown & Meyers Reporting, dba Brown & Meyers, Inc., is a high volume provider of Document Scanning Services throughout New England. We scan a wide range of documents including highly sensitive military and healthcare documentation, educational records, state and local governmental records, accounting records and ledgers, as well as sensitive historical documentation. Our services include professional document preparation, indexing/data entry, customizable file naming, OCR, B/W, color, small items, standard, legal and ledger sizes.	
DIFFERENTIATORS	<ul style="list-style-type: none"> <li>✓ <b>20+ years experience</b> in document processing.</li> <li>✓ <b>Qualified:</b> Key personnel are CDIA+ certified.</li> <li>✓ <b>State-of-the-art</b> production facility, software and scanning equipment.</li> <li>✓ <b>Security:</b> With deep roots in the medical transcription industry, we understand HIPAA and are fully compliant. Security cameras in every room, secure cloud-based faxing, email and secure on line file portal. All staff members must sign a strict confidentiality agreement. Cell phones not allowed in prep or scanning rooms.</li> <li>✓ <b>Free on site document analysis</b> to ensure accurate estimating.</li> <li>✓ <b>Support:</b> Available Monday through Friday from 8:00 to 4:30 p.m. EST.</li> <li>✓ <b>Scan on demand</b> for documents you need NOW!</li> <li>✓ <b>Complimentary 60 day hold</b> of paper documents giving you time to review your data.</li> <li>✓ <b>Confidential Document Destruction</b> with certificate provided.</li> <li>✓ <b>100% U.S.</b> owned, based and operated.</li> </ul>	
CERTIFICATIONS	<ul style="list-style-type: none"> <li>✓ <b>WBE</b> (Women's Business Enterprise)</li> <li>✓ <b>WOSB</b> (Woman Owned Small Business)</li> <li>✓ <b>EDWOSB</b> (Economically Disadvantaged Woman-Owned Small Business)</li> </ul>	 
PAST PERFORMANCE <i>Partial Listing</i>	<ul style="list-style-type: none"> <li>✓ Pratt &amp; Whitney/UTC</li> <li>✓ UNUM</li> <li>✓ Maine Medical Center</li> <li>✓ Bucksport Regional Hospital</li> <li>✓ Council for Disability Awareness</li> <li>✓ Cumberland County Sheriff's Department</li> <li>✓ Immigrant Legal Advocate Program</li> <li>✓ Maine Center of Deafness</li> </ul>	<ul style="list-style-type: none"> <li>✓ Many law firms</li> <li>✓ So. Portland High School</li> <li>✓ Wells High School</li> <li>✓ School Works</li> <li>✓ The Commonwealth School</li> <li>✓ Honeck &amp; O'Toole CPAs</li> <li>✓ John Howland Society</li> <li>✓ Mayflower Society</li> </ul>
DUNS CAGE CODE	<ul style="list-style-type: none"> <li>✓ 928959691</li> <li>✓ 042N3</li> </ul>	
NAICS CODES	<ul style="list-style-type: none"> <li>✓ Primary: 561410 Document Preparation Services</li> <li>✓ Others: 518210, 541511, 541611, 541930, 561110, 561320, 922110</li> </ul>	
PSC CODES	5895, 521, 529, 7490, D301, D303, D311, D312, D315, G099, J065, Q522, Q999, R401, R408, R421, R426, R497, R499, R603, R606, R608, R687, R699, R707, R799, T12, U008, U009	
YEAR ESTABLISHED	✓ 1994, Sub Chapter S Corporation	

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